Occupations *in the* Federal Civil Service

A Guide TO THE PRINCIPAL CATEGORIES OF JOBS FILLED THROUGH THE COMPETITIVE SYSTEM

UNITED STATES CIVIL SERVICE COMMISSION

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Basic Acts, Rules, and Regulations Governing Employment in the Federal Competitive Civil Service. Pamphlet 2. 30 cents.

Current Federal Examination Announcements.[1] List of civil-service examinations currently open throughout the country; gives titles, salaries, location of positions, and brief information regarding each examination.

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Veteran Preference in Federal Employment. Pamphlet 12.

Working for the U. S. A. Pamphlet 4. Contains general information about Federal employment, designed particularly for persons considering entering the Federal service.

[1] Issued by the Commission's central office (Washington 25, D. C.). Copies may be obtained by writing to that office, or may be consulted in first- and second-class post offices, where they are posted on bulletin boards, or in any of the Commission's regional offices. Other examinations are announced by the Commission's regional offices and by boards of United States civil-service examiners.

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Contents

I. How Jobs Are Filled: *Facts About the Competitive Service* 1

II. College Graduates: *Special Program Aimed at This Group* 5

Junior Professional Examinations 5

Student Aid Examinations 9

III. Occupational Fields: *Discussions of Various Federal Jobs* 11

Physical Science 11

Engineering, Drafting, and Architecture 20

Agricultural and Biological Science 25

Medical and Nursing 30

Administrative 34

Economics and Statistics 36

Psychology 37

Accounting and Auditing 38

Social Work 39

Education and Training 40

Home Economics and Dietetics 41

Investigative, Legal, and Law Enforcement . . 42

Library, Archives, and Exhibits 45

Writing and Editing 46

Postal Service 47

Clerical 54

Photography and Graphic Arts 56

Trades and Manual Occupations 57

Purpose of This Pamphlet

The main purpose of this pamphlet is to make available, for the benefit of persons interested in the general idea of Federal employment, a comprehensive answer to this question: "What kinds of jobs are there in the Federal civil service?"

This is a question which is frequently received, in one form or another, by the Civil Service Commission, the central personnel agency of the Federal Government. Hundreds of occupational skills are required to carry out the programs, and perform the services, which comprise the activity of the executive branch of the Government. Few persons not actually engaged in Government work are aware of the wide diversity of these skills; consequently, the extent of the employment opportunities which exist in the Federal civil service, as vacancies occur in various kinds of positions, is not generally realized.

In part III of this pamphlet, the major occupational fields are shown, and some of the positions in each field are discussed.

Part I is an outline of appointment procedure. It presents basic information on the nature of civil-service examinations and how to find out what examinations are open at any particular time—information which will meet at least the immediate needs of persons interested in applying for Federal employment. Persons wishing to know more about the Federal Government as an employer are referred to other publications of the Commission, listed on the inside of the front cover.

Part II consists of a discussion of examinations which are of particular interest to college students and recent college graduates.

Students and other persons thinking of entering the Federal service will find that this pamphlet will help them to discover whether there are Government jobs in the kinds of work they would like to do. If they find such jobs among those described or referred to, and if it appears from the statements of requirements (which are given in condensed form) that they have the necessary qualifications, the next step should be to determine whether examinations are open for such jobs; then, if examinations are open, they should consult the examination announcements, which contain more detailed information.

Carnegie Library of Pittsburgh

I

How Jobs Are Filled

FACTS ABOUT THE COMPETITIVE SERVICE

THE UNITED STATES Civil Service Commission announces examinations for filling hundreds of kinds of positions in agencies of the Federal Government. In part III of this pamphlet, many of these jobs are listed, and discussed, by occupational field.

These jobs are in the competitive civil service. This means that they are subject to the competitive requirements of the Civil Service Act, which is administered by the Civil Service Commission. The great majority of positions in the Federal executive civil service, including 92 percent of those in the continental United States, are competitive; the others, not discussed in this pamphlet, are called "excepted" positions.

When vacancies occur in jobs in the competitive service, they are filled through open competitive examinations, or by other procedures provided for under the competitive system, such as promotion, transfer, and reinstatement. The competitive examinations are open to all persons who are citizens of the United States, or owe allegiance to the United States, and who meet the requirements relating to such matters as residence, age, physical ability, training, and experience.

NATURE OF CIVIL-SERVICE EXAMINATIONS

Civil-service examinations vary in nature according to the types of positions for which they are held. Each examination is designed to measure the qualifications of applicants for a particular kind of position.

If the announcement indicates that the examination is *assembled,* it means that it consists of, or includes, a written or performance test. Applicants assemble at appointed times and places to take this test. A notice is sent to each applicant telling him where and when it will be given.

In an *unassembled* examination, applicants are rated on their qualifications as shown in their applications, and on any supporting evidence that may be required, without assembling for a written or performance test.

Examinations are rated on a scale of 100. The lowest eligible rating is 70. After an examination has been rated, the names of competitors

who received eligible ratings are placed on a register of eligibles in an order determined primarily by their ratings. The higher the rating, the better the prospects of early appointment.

APPOINTMENT FROM CIVIL-SERVICE REGISTERS

When the appointing official of a Federal agency wishes to fill a position by original appointment, rather than by promotion, transfer, or reinstatement, he requests the Civil Service Commission to furnish a certificate of eligibles. The Commission then submits to the agency the names of the three highest eligibles on the appropriate register—that is, the register established from the examination for that particular type of position. This process is referred to as "certification."

The order in which the names of eligibles are placed on the register may be modified by (1) veteran preference and (2) residence.

VETERAN PREFERENCE

A certain number of points, 5 or 10, are added to the ratings which applicants entitled to veteran preference earn in civil-service examinations. For most positions, the names of 10-point preference eligibles are entered on the register ahead of all other eligibles.

For detailed information about preference requirements and benefits, see the Commission's Pamphlet 12, Veteran Preference in Federal Employment.

RESIDENCE

The State in which an eligible has legal residence, and the locality in which he lives, may affect his standing on the register in different ways, depending upon whether the positions to be filled are in the "departmental service" (headquarters offices of Federal agencies, most of which are in the metropolitan area of Washington, D. C.), or in the "field service" (outside the Washington area).

About half of the positions in the departmental service are subject to a requirement that appointments shall be apportioned among the States and Territories and the District of Columbia on the basis of population. Eligibles are certified for appointment to such positions under procedures that give priority to residents of States that have received less than their quotas of appointments.

Residence may affect certification for appointment to field-service positions in either of two ways. The Commission may limit certification to residents of the area in which the positions are located, or it may give priority to residents of the area over those who live elsewhere. When either of these procedures is to be followed, the examination announcement specifies the area from which eligibles will be certified.

The agency appointing official may select any one of the three eligibles on a certificate who is available and willing to accept appointment. After the selection has been made, the certificate is returned to the Commission so that the other two names may be restored to the register for consideration in connection with other vacancies.

Persons selected from registers of eligibles receive probational appointments, assuming that the vacancies are in permanent positions. (In some

instances, temporary appointments are made from registers; they do not last more than 1 year.) Probational appointments become permanent when the appointees have served satisfactorily for 1 year. An employee with a permanent appointment may be promoted, transferred, or reinstated to other positions in the competitive service in which vacancies occur, without taking another competitive examination, provided he meets certain conditions attaching to such noncompetitive actions.

The fact that an employee has a permanent appointment is not a guarantee against dismissal. An employee is subject to dismissal if his conduct or efficiency is unsatisfactory; also, he may lose his job in a "reduction in force" under conditions such as decrease in work in an agency, or lack of funds on the part of an agency. Employees in the competitive service are protected against removal for racial, religious, or political reasons.

HOW TO LEARN ABOUT EXAMINATIONS

Examinations are announced as the needs of the service require. When they are announced, they are publicized through such means as (*a*) notices posted on bulletin boards in first- and second-class post offices and in other Federal buildings, and (*b*) notices distributed to schools, public libraries, organizations, periodicals, and newspapers.

For complete information about an examination, the *examination announcement* should be consulted. The announcement tells what application forms to file, and where and when to file them; whether the examination includes a written test; whether there is an education or experience requirement and, if so, the nature of such requirement; whether there are age limits; and the salary, location, and duties of the positions.

Secretaries of boards of United States civil-service examiners, located at first- and second-class post offices, have copies of examination announcements which inquirers may consult, and some of them have copies for distribution.

Announcements are furnished, upon request, by whatever office of the Civil Service Commission is announcing a particular examination:

(1) Examinations for filling positions in Washington, D. C., and, in some cases, throughout the country, are announced by the Commission's central office, in Washington, D. C. (Examinations involving *committees of expert examiners* are included in this group. Members of these committees participate in recruiting and examining applicants for certain professional, scientific and technical positions. They are officers or employees of the agencies in which the positions exist, and are experts in their respective occupational fields. Committees of expert examiners are established by the Civil Service Commission after consultation with the agencies concerned.)

(2) Examinations for filling positions in a civil-service region (a State or group of States), and certain local examinations—for example, those

held for filling most positions in post offices—are announced by the Commission's regional offices (see list on back cover).

(3) Boards of United States civil-service examiners represent the Commission at many Federal establishments throughout the country. These boards announce examinations for filling many types of positions within their respective establishments.

II

College Graduates

SPECIAL PROGRAM AIMED AT THIS GROUP

JUNIOR PROFESSIONAL EXAMINATIONS

THE CIVIL SERVICE Commission announces a number of examinations which are designed primarily (although not exclusively, as will be explained later) to bring recent college graduates into the Federal service. The best known of these are a few large group examinations with such titles as Junior Professional Assistant, Junior Agricultural Assistant, Junior Scientist, and Junior Management Assistant. These group examinations will be discussed here as one program, because they are fundamentally alike in purpose and general characteristics.

This examining program grew out of the belief that it would be greatly to the Government's advantage to provide some means of entry into the career service for professionally trained young people who lacked the experience usually required for the professional examinations, but who would not be interested in clerical jobs that made no use of their training, and that offered little chance of advancement in their specialized fields. The validity of this idea has been demonstrated by the success of the program over the past 15 years; thousands of young men and women have been appointed from the junior-grade professional registers, and many have risen rapidly to administrative, professional, and scientific positions in the higher grades.

The program was started in 1934 with a single general examination for college graduates, called "Junior Civil Service Examiner." In 1939 the title was changed to "Junior Professional Assistant." This was not a job title, but an examination title only; appointments were made from separate registers established for individual occupations such as "chemist," "economist," "engineer," and so on. In succeeding years, the single group examination has been divided into a number of more specialized group examinations, each covering a broad subject-matter field and each carrying a descriptive title as indicated in the opening paragraph above. These are still examination titles rather than job titles, however.

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Occupational Fields Included

The examinations cover a wide range of specialized fields, or options, most of which are indicated in the following list:

Agronomist
Animal husbandman
Aquatic biologist
Archeologist
Astronomer
Bacteriologist
Botanist
Budget assistant
Chemist
Dairy husbandman
Economist
Engineer
Entomologist
Farm management supervisor
Food and drug inspector
Forester
General administrative assistant
Geneticist
Geographer
Home economist
Horticulturist
Legal assistant
Librarian
Mathematician
Metallurgist
Patent examiner
Personnel assistant
Physicist
Plant pathologist
Plant physiologist
Plant quarantine inspector
Poultry husbandman
Psychologist
Range conservationist
Social science analyst
Soil conservationist
Soil scientist
Statistician
Textile technologist
Trade-mark examiner
Wildlife biologist
Zoologist (parasitology)

A separate register is established for each option. Appointments from these registers are made to positions in practically all agencies of the executive branch of the Government, at the basic entrance salary of $3,100 a year. Positions are located in Washington, D. C., and throughout the country.

No experience is required for these examinations, and they are therefore particularly attractive to young men and women who have recently completed, or are about to complete, their formal education. College graduates and senior students may qualify for the written examination solely on the basis of their college training, provided that they can show the required number of semester hours in the particular fields for which they apply. Moreover, they may apply for as many options as they wish.[1]

cluded in the examination. However, not all of the specialized fields mentioned above are offered every year. A given option may be omitted if there is no prospect of vacancies in the field of that option during the coming year, or if there is an adequate register of eligibles remaining from the previous year's examination. In some cases, when the demand in a particular field exceeds the supply of eligibles, the option is announced separately on an open-continuous basis—that is, with no closing date for the acceptance of applications. In other cases, when the demand is limited to a certain geographic area, the option is announced locally by the Civil Service regional office serving that area. A few subjects (accounting, for example) are never included in the group examinations, but are announced separately when needed. Consequently, a prospective applicant who does not find his specialty in the current group announcements should determine whether an appropriate examination has been announced under an individual title.

General Requirements

Although the recruitment of recent college graduates is the primary aim of the group examinations, a bachelor's degree is not an absolute requirement. It is possible to qualify for many options on the basis of experience alone, or of a combination of education and experience. To give an illustration, the requirements for the Economist option in the 1949 Junior Professional Assistant announcement were as follows:

> A. A full 4-year course, in an accredited college or university . . .[2], leading to a bachelor's degree, with 24 semester hours in economics and 3 semester hours in statistics; *or*
>
> B. Courses consisting of 24 semester hours in economics and 3 semester hours in statistics, in an accredited college or university . . . ; *plus* additional appropriate experience or education which, when combined with these courses, will total 4 years of education and experience and give the applicant a technical knowledge comparable to that which would have been acquired through successful completion of a full 4-year college course.

Certain other options had no positive requirement as to college courses; applicants were admitted on the basis of 4 years (or in a few cases, 3) of qualifying experience, or a 4-year college course, or a time-equivalent combination of experience and education.

Applications are also accepted from students who expect to complete all the courses required in their optional fields by the end of the current school year. If they pass the examination, such students may receive provisional appointments, with actual entrance on duty in the position contingent upon their furnishing proof that the required courses have been completed.

[2] Equivalent work in nonaccredited institutions is accepted if such institutions give instruction of definitely collegiate level and the State university of the State in which the institution is located accepts the courses and gives advanced credit for them.

All candidates must take a written ("assembled") examination. The questions in this examination do not necessarily pertain to the subject-matter fields, except in some of the physical sciences, but are designed to test the applicant's aptitude for learning and for adjusting to the duties of the position, rather than to test his technical knowledge. The scores made on the written test determine the successful candidates' relative standing on the register of eligibles.

Determining Requirements

The requirements for these examinations have never been static, and probably never will be. Before each annual announcement is prepared, the needs of the service for the coming year are determined as nearly as possible, and the effectiveness of past requirements is evaluated on the basis of the agencies' experience with appointees from previous registers. A number of changes have been made since the Junior Professional Assistant examination was first given in 1939. Early examinations were open to college graduates only, and competitors could be examined in only one option; these restrictions are no longer observed. The subject-matter test that was once a part of the written examination (a different set of questions for each option) has been discontinued for all but a few fields. In some cases, the experience of the operating agencies has demonstrated that certain changes in the specific college-course requirements were desirable, and these changes have been made. And, as mentioned previously, various options have been included or excluded from year to year in accordance with demand.

Other changes may be required by changing conditions. For example, the work program of an agency may change over a period of years to such an extent that employees with a different kind of specialization will be needed to perform the same general type of work. In such a case, these changes in emphasis will be reflected in the requirements of education and experience for the positions concerned. Educational requirements also may change in order to keep pace with changes in professional standards caused by new knowledge and new methods.

There is consequently no certainty that the requirements or the options stated in one year's announcement will be the same in succeeding years. However, the changes, when they do occur, are usually not great in any one year, and the requirements over a period of 4 years are apt to be similar—enough so that the student who plans a course of study with a view to preparing himself for entry into the Federal service through this type of examination has an excellent chance of being able to qualify.

Training and Advancement

The positions filled through these examinations, particularly those in the physical sciences, are primarily in the "trainee" category. Appointees are trained during their first year of employment in the particular type

of work done by the employing agency. There are some positions, however, in which appointees begin immediately to serve in a technical capacity without further training. After 1 year of satisfactory service at the entrance grade, employees are eligible for promotion to positions in the next higher grade ($3,825 a year), as vacancies occur. Advancement thereafter depends largely upon the individual's capacity and performance—and, of course, upon the occurrence of vacancies in higher-grade positions.

STUDENT AID EXAMINATIONS

Summer employment opportunities, with chances to qualify for permanent jobs, are offered to junior-year college students through the Student Aid examination, and others which are comparable with it. These examinations include various options in the physical sciences and in engineering. Appointments are made to subprofessional trainee positions paying $2,875 a year.

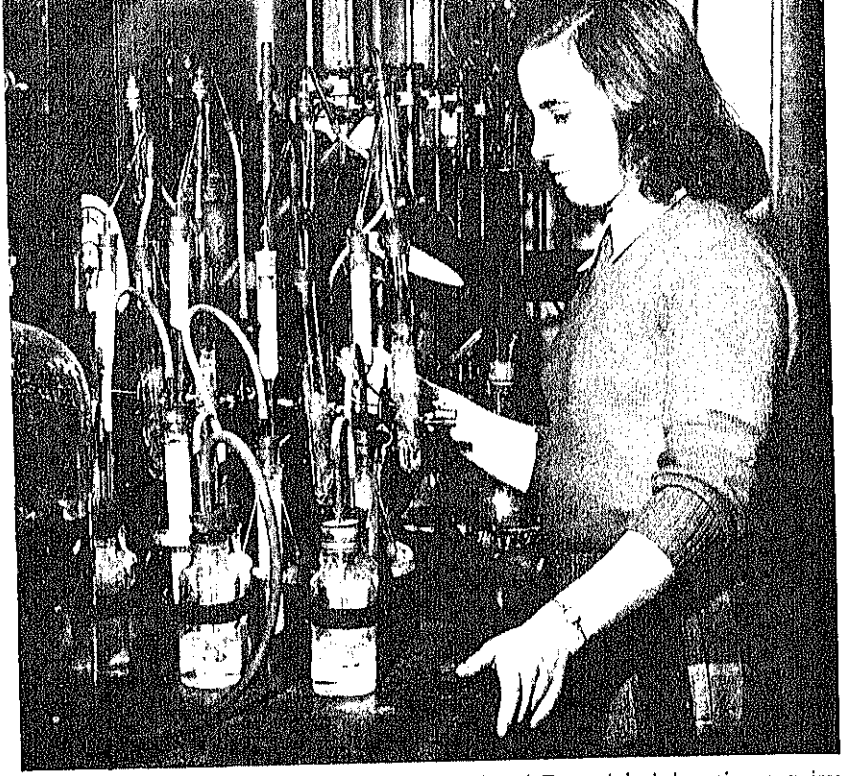
Like the junior professional examinations, the Student Aid examinations are usually announced in the fall, shortly after the beginning of the school year. Applicants must have received credit equivalent to at least 3 academic years of study toward a bachelor's degree, with major study in one of the optional fields, or must expect to complete all the courses required for the first 3 years in their respective fields by the end of the current school year. No substitution of experience for education is accepted. A similar trainee program has been open to sophomore-year college students.

Candidates usually take a written test similar to that given in the junior professional examinations. Offers of provisional appointment are made during the spring, to become effective after the completion of the education required by the announcement.

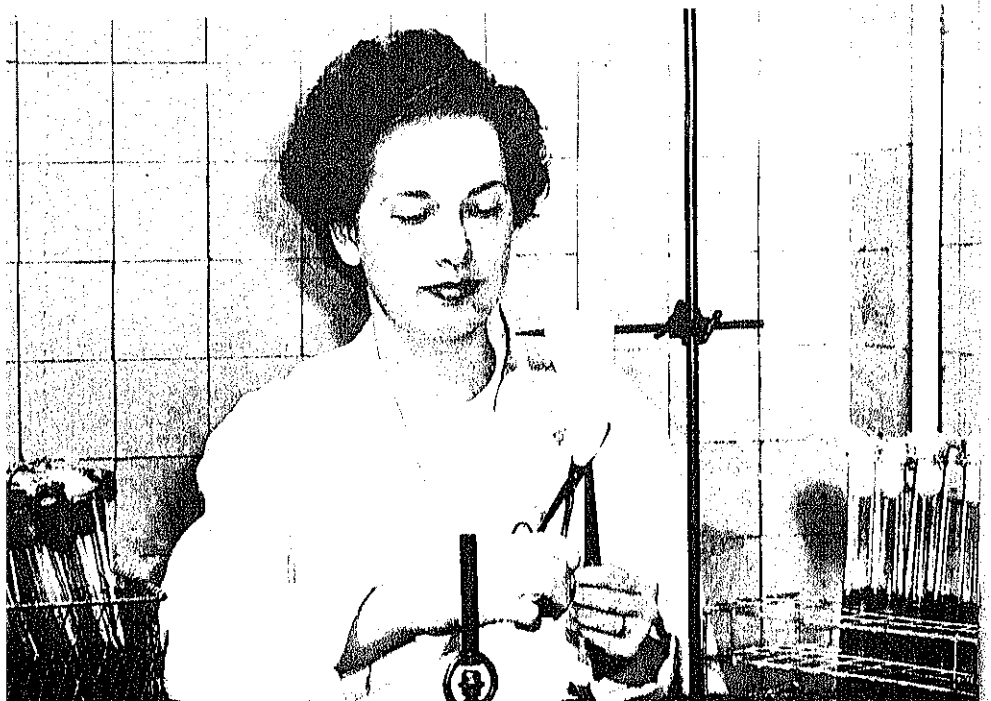
There are many attractive features in the Student Aid examinations. Students who are appointed have an opportunity to participate in special training programs in Federal research laboratories and offices. They perform subprofessional duties involving such work as scientific research, laboratory experimentation, and the recording and analyzing of data. The laboratories are provided with scientific equipment and facilities of the most advanced type.

Although the appointments are usually for employment during school vacation periods, they are probational rather than temporary. This means that they may lead to permanent status and eligibility for promotion to higher grades without further examination.

Student aids who complete the summer training program and who are recommended for retention may be placed on furlough (or leave without pay) to return to college. After the completion of 4 years of appropriate academic study and the required on-the-job training, they may be promoted to full-time professional and technical positions at $3,100 a year.



The research and regulatory work of the Food and Drug Administration requires the services of trained scientists in several fields. *Above:* A chemist searches for possible decomposition in dehydrated foods. *Below:* A bacteriologist tests bandages for sterility. *Photographs by U. S. Civil Service Commission.*



III

Occupational Fields

DISCUSSIONS OF VARIOUS FEDERAL JOBS

All the important occupational fields in the competitive service are represented in the pages which follow, but in no instance is an attempt made to describe, or even to name, all the kinds of jobs in a particular field. The positions selected for discussion are typical of those in the respective fields, and, in general, they are positions for which examinations are announced with relative frequency. However, the fact that these jobs are listed does not necessarily mean that examinations for them are open, or that such examinations will be announced soon. The listing shows the wide range of vocational opportunities in the Federal service, and the requirements which have been established for various positions.

The requirements are those which have been established in connection with examinations which have been announced. They are subject to change in future examinations.

PHYSICAL SCIENCE

Chemist

Chemists are employed in practically every agency of the Government.

They conduct research work on vitamins, drugs, foods, and cosmetics; they are concerned with studies of critical and essential minerals, the prevention of mine explosions, the testing of mine safety devices, and research in connection with the problem of fungus-proofing military equipment.

They perform research and development work in the various fields of chemistry involving advanced techniques and instrumentation, including infrared, spectroscopy, mass spectrometry, and polarography; they carry on similar work on petroleum, rubber, plastics, textiles, and other commodities and chemical materials; and they analyze manufacturers' products to see whether they meet Government specifications.

Hundreds of chemists are at work in the development of new uses for agricultural products, and in analyzing processed foods, fruits and vegetables; they study food preservation and the effect of cooking, storing, and dehydration on the quality of fruits and vegetables; and they test the wearing qualities of fabrics and household materials.

Most appointments to chemist positions are made at salaries paying $3,100 and $3,825 a year. Positions in the higher grades pay from $6,400 to $10,000 a year; they are usually filled by promotion.

Eligibility for appointment at the entrance grade ($3,100 a year) may be attained by qualifying in the Chemist option of the Junior Scientist examination (see p. 5). Applicants must pass a written test, and they must have completed a full 4-year college course leading to a bachelor's degree in chemistry (with 30 semester hours in chemistry); or they may qualify by passing the written test and having chemistry courses totaling at least 30 semester hours plus additional appropriate experience or education which, when combined with the 30 semester hours in chemistry, will total 4 years of qualifying education and experience.

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Opportunities as research assistants in chemistry for college students who have completed, or are about to complete, the junior year, are available through the Student Aid examination (see p. 9).

Physicist

Physicists are employed in many Government agencies, both in Washington and in other parts of the country, in such fields as ballistics, electronics, radio, electricity, and sound and optics.

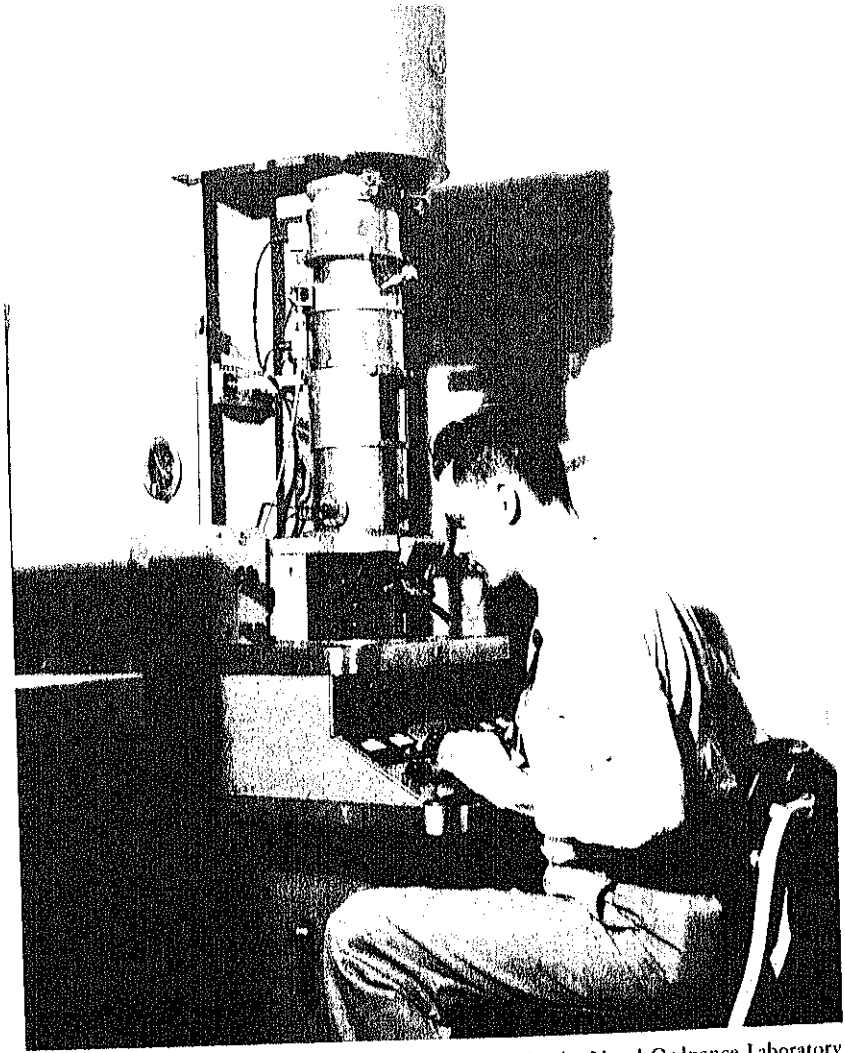
In the National Bureau of Standards, in the Naval Research Laboratory of the Department of the Navy, and in the Department of the Army, physicists conduct research in the field of electronics, radio and radar, and in the development of optical signal devices. They develop and test substitute materials for rubber and other strategic materials. In the Geological Survey and the Bureau of Mines of the Department of the Interior, and in the United States Coast and Geodetic Survey of the Department of Commerce, geophysicists perform work relating to the physics of the earth. These activities are but a few examples of the work of physicists in the Federal service.

The statement made above regarding the salaries of chemist positions applies to physicist positions also. Examinations are announced for the position of physicist at various grades.

In addition, eligibility for appointment at the entrance grade ($3,100 a year) may be attained by qualifying in the Physicist option of the Junior Scientist examination (see p. 5). The applicant must have 4 years of college training, with at least 24 semester hours in physics; or he must have certain courses in physics totaling 24 semester hours, plus appropriate experience.

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The Student Aid examination (see p. 9) makes available, to students of physics in their junior year in college, opportunities as research assistants in physics.



By means of the electron microscope, a physicist in the Naval Ordnance Laboratory studies the composition of a particle of smoke magnified 100,000 times. *Photograph by U. S. Civil Service Commission.*

Geologist

The Government employs many geologists in the Geological Survey and the Bureau of Reclamation of the Department of the Interior; in the Bureau of Plant Industry and the Soil Conservation Service of the Department of Agriculture; and in the Corps of Engineers, Department of the Army.

Some typical duties are: Making maps showing the location and character of rock formations, mineral and ore deposits, and underground water; performing chemical and physical tests on sample specimens to determine their value; and investigating sedimentation resulting from soil erosion.

There are many specialized fields of geology. Mineralogy and petrology, sedimentation, glaciology, ground water geology, geology of fuels, engineering geology, and geology of metallic and nonmetallic mineral deposits are a few of them.

Salaries range from $3,100 to $7,600 a year. Appointments are usually made at the $3,100 and $3,825 pay levels. For appointment at these levels, applicants are required to take a written test, which includes questions in general geology as well as questions in the specialized field chosen by the applicant. A full 4-year college course leading to a bachelor's degree in geology (with at least 30 semester hours of geology courses) qualifies applicants for appointment to positions paying $3,100 a year. No experience is required, but experience may be offered in lieu of part of the specified education. Both education and appropriate experience are required for appointment to positions paying $3,825 a year.

Applicants for appointment to positions in the higher grades are not required to take a written test; they are rated on their education and experience alone. However, many of the vacancies in the higher positions are filled by the promotion of geologists from the lower grades.

Metallurgist

Government metallurgists conduct investigations and research work on metals to determine their suitability for specific uses; they devise methods for the satisfactory and economical treatment of low-grade or complex ores; they investigate the melting, casting, rolling, annealing, and mechanical properties of metals and alloys; they conduct research in the microstructure of a series of alloys for the purpose of discovering what structural features differentiate one alloy from another; and they determine, under plant conditions, the effect of time, temperature, composition of charges, etc., on the composition and properties of the resulting metal.

Salaries range from $3,100 to $10,000 a year.

In addition to separately announced examinations for metallurgist positions, the Junior Scientist examination (see p. 5) sometimes offers an option in this field. The applicant must have completed a 4-year college course leading to a bachelor's degree in metallurgy or metallurgical engineering, with at least 20 semester hours of metallurgical subjects; or he must have had certain courses in metallurgical subjects totaling at least 20 semester hours, plus appropriate experience.

Positions in the higher grades are filled by appointees who must meet similar educational requirements; in addition, they must meet experi-

ence requirements of progressively higher level, depending on the grade of the position. Most of the vacancies are in the lower grades, and those in the higher grades are frequently filled by promotion from lower-grade positions.

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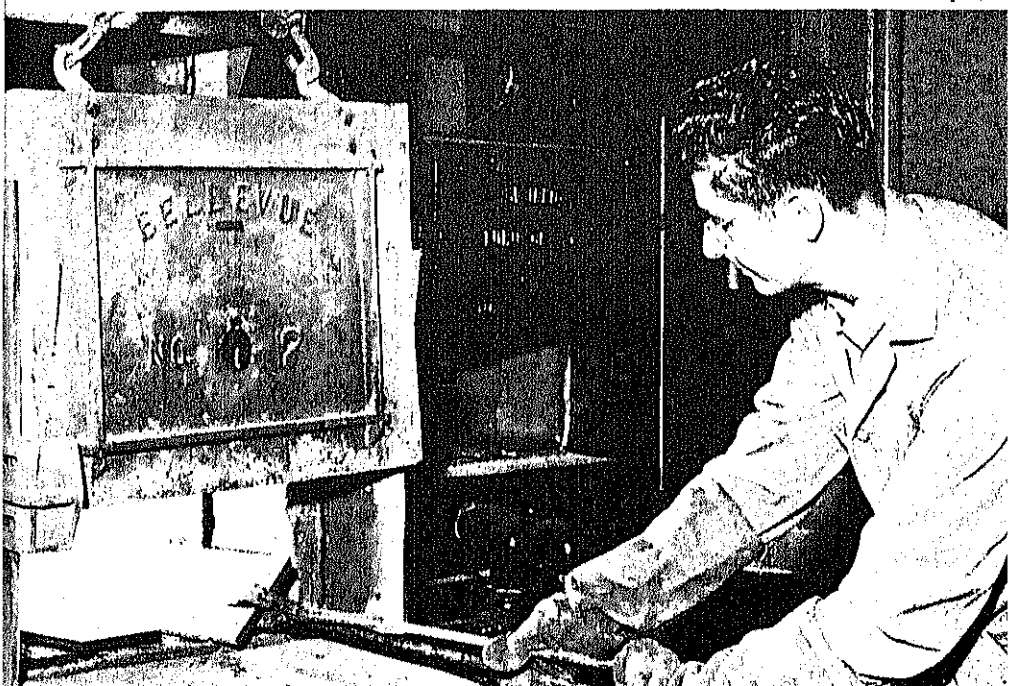
Student aid positions also exist in this field, and openings occur from time to time (see p. 9).

Mathematician

Mathematicians are employed in a large number of Federal agencies. Their work is concerned with mathematical calculations and computations incident to investigative, developmental, and research activities which the Government carries on in such fields as engineering, physics, and astronomy.

Salaries range from $3,100 to $10,000 a year. Appointment at the $3,100 level is made from registers of eligibles established as a result of the Junior Scientist examination (Mathematician option); see page 5.

A metal slab is heated by a metallurgist in the experimental laboratory of the National Bureau of Standards. *Photograph by U. S. Civil Service Commission.*



Applicants for this examination must pass a written test. In add they must have completed a full 4-year college course leading to a elor's degree in mathematics, which must have included 24 sem hours in mathematics, and courses in engineering and the physic ences (physics, geology, astronomy, chemistry, etc.) totaling 12 sen hours; or they may qualify by having completed 24 semester hou courses in mathematics plus additional appropriate experience or e tion in scientific fields.

Unassembled examinations are held for the position of mathema in the higher grades. Applicants are required to have either educ or experience, or a combination of both, the amount and kind de ing on the grade of the position.

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Junior-year college students are recruited for work in the fi mathematics through the Student Aid examination (see p. 9).

Technologist

Positions in the field of technology include those which involv fessional work of an applied scientific or technical nature in the im ment of industrial products and techniques.

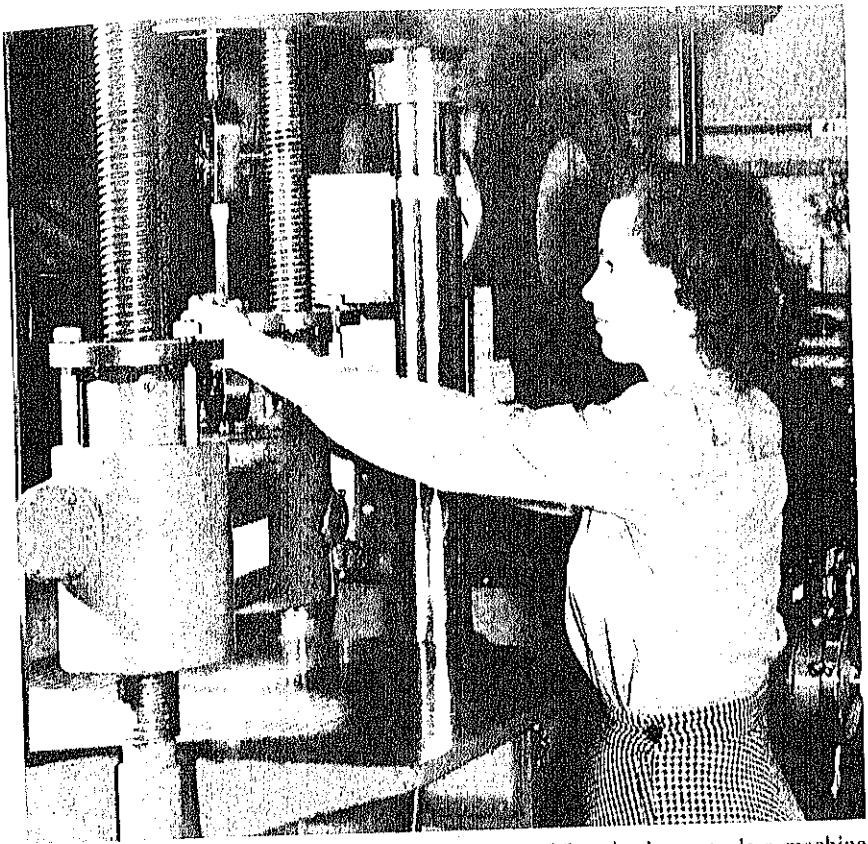
Technologists in many agencies are concerned mainly with the cation of scientific principles to research that will lead to the de ment of new, improved or modified industrial products and to the esses by which these products may be manufactured on an indu scale.

For example, plastic technologists in the National Bureau of S ards determine the tensile strength and abrasion resistance quali plastic specimens, such as plastic tablecloths, plastic floor covering other home-use items which are to go on the market.

Federal technologists perform investigative, research, and dev mental work in such other fields of technology as coal, industrial c icals, metals, packaging and preservation, paint and protective fin rubber, textiles, and wood.

Salaries begin at $3,100 a year. Applicants may be required to written test. They must show (*a*) that they have successfully comp a standard professional college curriculum leading to a bachelor's d in technology, chemistry, engineering, physics, or other physical sc or (*b*) that they have had at least 4 years of successful and progr technical experience of such a nature as to enable them to perform cessfully at the professional level. A combination of (*a*) and (*b*) i qualifying, provided it is the equivalent of one or the other.

For positions above the entrance grade ($3,100), applicants must additional experience, the amount and quality varying with the gra the position.



A plastics technologist in the National Bureau of Standards controls a machine that tests the tensile strength of a plastic specimen. *Photograph by U. S. Civil Service Commission.*

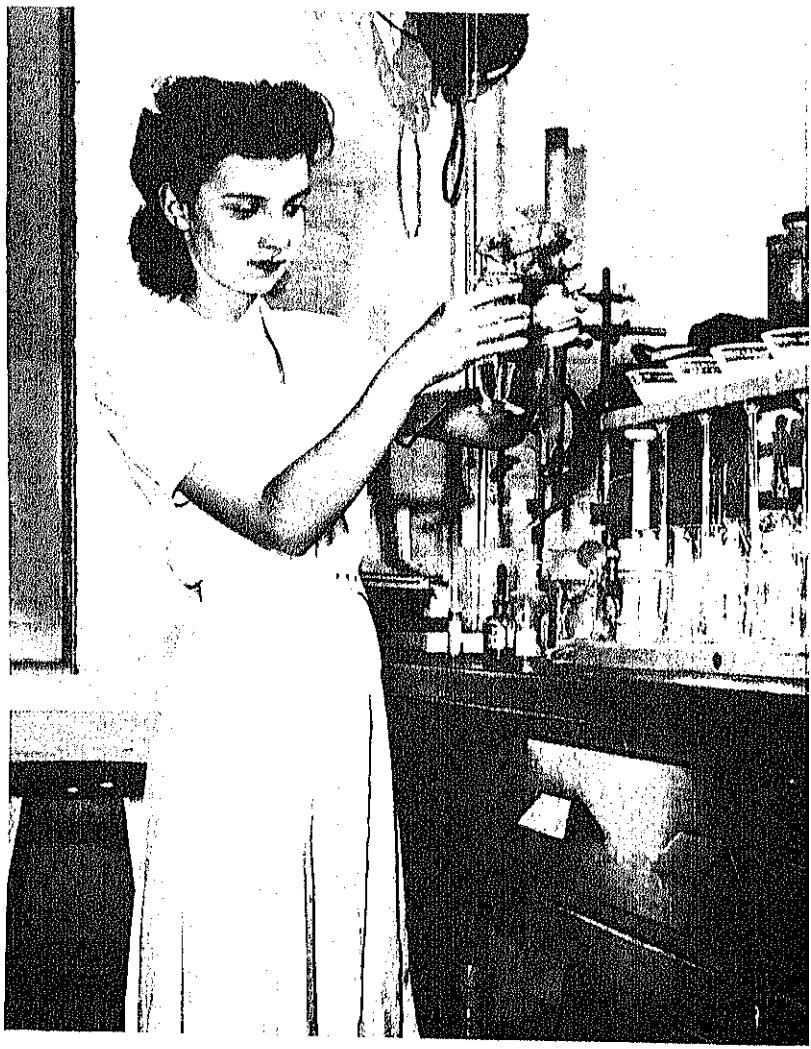
Meteorologist

Meteorologists conduct meteorological and climatological studies; make regular weather forecasts; analyze storm periods to determine causes of storm rainfall and maximum storm potentialities; consolidate current weather information and general area forecasts into specific precipitation outlooks for specific areas during threatening or critical flood periods; review storm studies; and assemble and interpret physiographic, meteorologic and precipitation data for determining probable precipitation and snow-depth patterns in mountainous areas.

Salaries range from $3,100 to $6,400 a year. Applicants must have at least 4 years of experience in meteorology or closely related fields, including 1 year in meteorology, and they must have acquired a thorough working knowledge of the fundamental principles of meteorology, mathematics, and physics; or applicants must have completed a full

4-year college course leading to a bachelor's degree which has includ 20 semester hours of study consisting of laboratory work in synop meteorology and forecasting and fundamental courses in synoptic a dynamic meteorology. Any 4-year combination of education and expe ence may be qualifying if it includes 20 semester hours of study meteorology or 1 year of experience in meteorology, or a combination the two which is equivalent to either.

A scientific aid assists chemists in the analytical laboratory of the Bureau of Mi
Photograph by U. S. Civil Service Commission.





An astronomer at the U. S. Naval Observatory checks the chronograph record to determine the time elapsed between the sending and receiving of a broadcast time signal. *Photograph by U. S. Civil Service Commission.*

In addition, for higher-grade positions, applicants must have had one or more years of professional experience in meteorology. Graduate study in meteorology may be substituted for 2 years of the professional experience required for the higher grades. A written test is not required for the positions with entrance salaries above $3,100 a year.

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A separate examination is held for meteorological aid positions. Salaries range from $2,875 to $3,825 a year.

Employees in these positions take, record, check, and report v
observations; plot ordinary weather maps; make routine meteor
computations; assist in the preparation of special charts; d
weather maps; and encode and decode weather reports.

From 1 to 5 years of appropriate experience is required in
qualify, the number of years depending upon the grade of the
to be filled, with from 6 months to 2 years of specialized experi
making meteorological observations and computations, or in
weather charts. High-school education and undergraduate stu
be substituted for some of the specified general experience.

Technical and Scientific Aid

Most Government laboratories engaged in scientific research
technical and scientific aids to assist scientists in such fields as ch
physics, biology, engineering, radio, explosives, metallurgy, an

Salaries paid these aids range from $2,200 to $3,825 a year. Ap
must pass a written test consisting of questions designed to
aptitude for scientific work.

In some examinations announced for these jobs, applicants m
appropriate experience, including specialized experience, in a
varying from 6 months to 6 years, depending upon the grade of t
tion to be filled. Education may be substituted, year for year, fo
all of the specified experience.

Other Scientific Positions

The Government also makes use of the skills of geographers,
omers, archeologists, navigation specialists, geophysicists, phar
and pharmacologists.

Geographer and Archeologist options are usually included
Junior Professional Assistant examination (see p. 5). Examinat
the upper grades in these positions and for the positions of
scientist, pharmacist and pharmacologist are announced separat

ENGINEERING, DRAFTING, AND ARCHITECTU

Engineer

All branches of engineering are represented in the Governmen
electrical, and mechanical engineers are employed in the greates
bers, making up 75 percent of the total. Next are engineers in th
nautical, electronic, chemical, ordnance, mining, and metall
branches. To a lesser, but still substantial, extent, engineers are em
in the following branches: Petroleum, heating and ventilating
safety, agricultural, materials, marine, and naval architecture.

Engineers are employed on large-scale production problems connected with the manufacture of ordnance and other military and naval supplies, and with the construction and operation of laboratories in which research is carried on in the fields of electronics, radio, and radar.

They work on the design and construction of dams, canals, pumping plants, power plants, transmission lines, highways, bridges and tunnels. They are concerned with the development of canals, rivers, and harbors; rural electrification; housing; and flood control. They perform research in aeronautical engineering, mining methods, forest preservation, irrigation and drainage, and erosion control.

Sanitary engineers devote their attention to such matters as food preservation, epidemic and insect control, and prevention of stream pollution. They collect and disseminate information on milk codes, sanitation practices, and disease prevention. They also plan and design treatment and collection systems for sewage, and purification and distribution systems for water.

Safety engineers devise methods and equipment which reduce the number of accidents and injuries in factories and in construction work.

Certain agencies are concerned with problems of research and standardization. Engineers in these agencies standardize tests, methods and procedures; calibrate measuring instruments and apparatus; write standard or model specifications; and devise new and better uses for various materials, including waste materials.

Engineers frequently assist in Government activities which relate to the administration of safety and labor laws, regulation of utilities, air-transport regulation, and appraisal and procurement.

Most appointments to engineer positions are made at salaries ranging from $3,100 to $5,400 a year. Vacancies in the higher-grade positions, paying from $6,400 to $10,000 a year, occur less frequently and are usually filled by promotion of engineers employed in lower grades.

Aside from examinations which are separately announced for engineer positions, the best opportunity for appointment at the entrance salary of $3,100 a year is through qualifying in one of the optional branches of engineering (aeronautical, chemical, civil, electrical, mechanical, metallurgical, mining, naval architecture, etc.) represented in the Junior Scientist examination (see p. 5). In addition to passing a written test, applicants for the engineering option must have completed a standard professional college engineering course leading to a bachelor's degree, or they must have had 4 years of successful and progressively responsible qualifying experience in technical engineering, or they must have a time-equivalent combination of training and experience.

In engineer examinations for positions in grades just above the entrance grade, competitors are usually permitted to substitute experience for education, without restriction as to the extent of the substitution. However, for highly technical engineer positions involving such functions as research, design, or development, a complete college engineering education may be required.

Vacation-time employment opportunities in the field of engineering research are available to junior-year college students through the Student Aid examination (see p. 9).



Trainee engineers are employed by many Federal agencies in positions with salaries ranging from $2,650 to $3,100 a year, the grade and salary being commensurate with their education and experience.

Highway engineer trainees with the Public Roads Administration, for example, who earn $2,650 or $2,875 a year, do subprofessional work in the field of highway engineering, such as assisting in surveys, plotting survey notes, making engineering tests and computations, and assisting in studies of construction operations. Persons appointed to positions in the higher grade, and those in the lower grades who are recalled to their jobs after completing their college education, train for 3 years and perform work involving surveys, construction, inspection, design, materials testing, engineering and economic analyses, construction operations studies, review of plans, specifications, and estimates, and construction and maintenance reports. They are given on-the-job training and study assignments in highway engineering. If they are successful in completing the 3 years of training, they may be promoted to jobs paying $3,825 a year.

Similar trainee positions are available from time to time in the Bureau of Reclamation of the Department of the Interior for work in the western States.

Engineering Aid

The position of engineering aid exists in all fields of engineering. This is a subprofessional position; it does not require professional experience or a degree in engineering. Entrance salaries range from $2,200 to $3,825.

Many engineering aids are engaged in geodetic, photogrammetric or topographic surveying, and in preparing maps and charts. They prepare controlled and uncontrolled mosaics, set up and operate multiplex and other stereoscopic mapping machines, compile map data, locate and plot control points, interpret aerial photographs, and perform other operations involved in conversion of aerial photographs to precise maps. They test engineering materials; conduct efficiency tests of machinery, and of electrical, radio, and other equipment; make engineering calculations; and prepare technical material for engineering reports, specifications, and estimates.

A highway engineer on a construction project of the Bureau of Public Roads goes over blueprints with construction workers. *Photograph by Bureau of Public Roads.*

The Engineering Aid examination includes, when practicable, a written test composed of questions on arithmetic computations and problems, chart reading, gage and scale reading, the meanings of words, and questions involving the ability to see accurately the relationships in geometric figures. In addition, applicants must qualify on the basis of subprofessional engineering experience. The length of experience required varies with the grade of the position applied for. It is also possible to qualify on the basis of education.

Engineering Draftsman

Most of the agencies which employ professional engineers also employ engineering draftsmen.

Announcements of civil-service examinations for the position of draftsman usually indicate that qualified persons are desired in such branches as aeronautical, architectural, civil, electrical, map, mechanical, ship, statistical, structural, and general.

The duties of a draftsman vary according to the branch in which he secured his appointment. In the lower-grade positions, draftsmen do such work as tracing, detailing, and making minor corrections. In the higher-grade positions, they make original designs and layouts, or supervise draftsmen in lower-grade positions.

Salaries range from $2,450 to $3,825 a year. Applicants do not take a written examination. Each applicant must submit with his application at least one sample of his drafting work, representative of the type of drafting in which he is most proficient. He must show from 1 year to 5 years of qualifying drafting experience, with from 3 to 12 months of specialized experience, the amount and kind depending upon the grade of the position to be filled. To some extent, education may be substituted for experience.

Architect

The Government employs architects to plan, design, and prepare working drawings for Federal buildings, such as post offices, naval shore establishments, and veterans' hospitals. Entrance salaries of most of the positions range from $3,100 to $4,600; in a few of the positions, the entrance salaries are higher. Specialized architectural experience or education is required.

Naval architects design hulls, fittings, etc., analyze reports on vessels in operation, and make studies of damage resulting from storms and battle action to determine the nature and extent of the repairs needed.

Landscape architects are employed to prepare landscape plans, designs, drawings, and specifications. Specialized landscape architectural experience or education is required.

Patent Examiner

Patent examiners examine, study, and interpret the technical aspects of patent applications which are filed with the U. S. Patent Office, Department of Commerce. Persons with training in chemistry, physics, engineering (chemical, electrical, and other branches), and technology are among those who are recruited for appointment. Salaries range from $3,100 to $4,600 a year.

Applicants for appointment to positions at the entrance grade ($3,100 a year) must qualify in a written test. They must also meet certain education and experience requirements. Written tests are not required for appointment to positions in the higher grades; applicants are rated on their education and experience.

AGRICULTURAL AND BIOLOGICAL SCIENCE

In the technical agricultural and biological sciences, the Government employs thousands of professional workers in such positions as—

Agricultural engineer
Agronomist
Animal husbandman
Aquatic biologist
Bacteriologist
Botanist
Dairy husbandman
Dairy manufacturing technologist
Entomologist
Farm management supervisor
Forester
Geneticist
Home economist
Horticulturist
Plant pathologist
Poultry husbandman
Range conservationist
Soil conservationist
Soil scientist
Textile technologist
Wildlife biologist
Zoologist

These positions and numerous others are described in a pamphlet published by the Department of Agriculture, which has by far the largest number of employees in this occupational field; the title of the pamphlet is Opportunities for Career Service in the United States Department of Agriculture.

Persons occupying lower-grade positions in this field are usually appointed as a result of having qualified in the Junior Agricultural Assistant examination (see p. 5). The entrance salary is $3,100 a year. A written test is required in order to determine the applicant's general knowledge, and the applicant must have had education or experience, or a combination of education and experience, in fields appropriate to the position for which he is applying.

Promotional opportunities are good. Employees qualified to perform more difficult work may be promoted to jobs paying from $5,400 to $14,000 a year. For original appointment to such jobs, education and



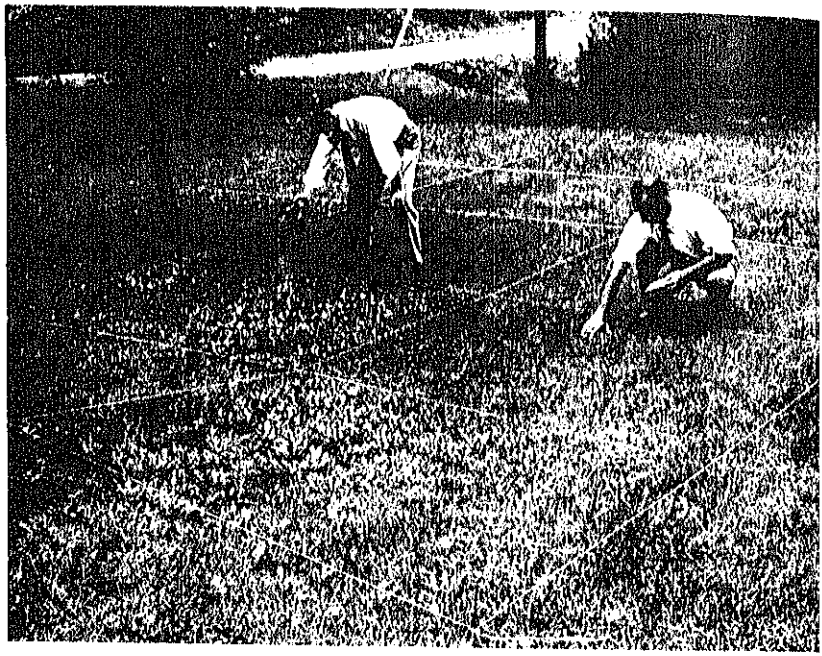
Bottle-grown seedlings, the result of crossings, are selected by a Department of Agriculture pomologist developing new peach strains. *Photograph by W. J. Mead, Department of Agriculture.*

The entrance salary for such positions as conservation aid and biological aid is usually $2,200 a year. Sometimes the appointments are to positions in grades with entrance salaries of $2,450, $2,875, and $3,100 a year. Applicants must pass a written test. Education and experience requirements vary.



In the Forest Service, Department of Agriculture, employees are at work in such positions as forester, forest and range ecologist, forest pathologist, silviculturist, and forest products technologist. Forestry experts assist in scaling and marking timber for sale; constructing roads and trails; preparing and maintaining nursery and planting projects; protecting forests against fires, insects, and diseases; silviculture treatment; wildlife management; research in forest management, forest

Inspecting campfire remains is one of the fire-prevention activities carried on in national forests by the Forest Service fire patrol. *Photograph by U. S. Forest Service.*



Plant physiologists in the Department of Agriculture examine test grass plots, son of which have been treated with an herbicide to kill dandelions. *Photograph W. J. Mead, Department of Agriculture.*

products, and forest influences; range management and forest economic and cruising and mapping timberland. On the range, these exper assist in range reconnaissance and survey; ranger district administratio and in research in range management, reseeding, ecology, watershe protection, and range economics. For more detailed information, se A Job With the Forest Service, a pamphlet published by the Fores Service.

There is similar work to do in the National Park Service, Departmen of the Interior. The Service employs park rangers, park naturalists, parl archaeologists, aquatic biologists, game management agents, refug managers, and farm agents.

Appointments to positions in our national forests and parks are made at salaries ranging from $3,100 to $7,600 a year. The education and experience requirements vary according to the position for which application is made.

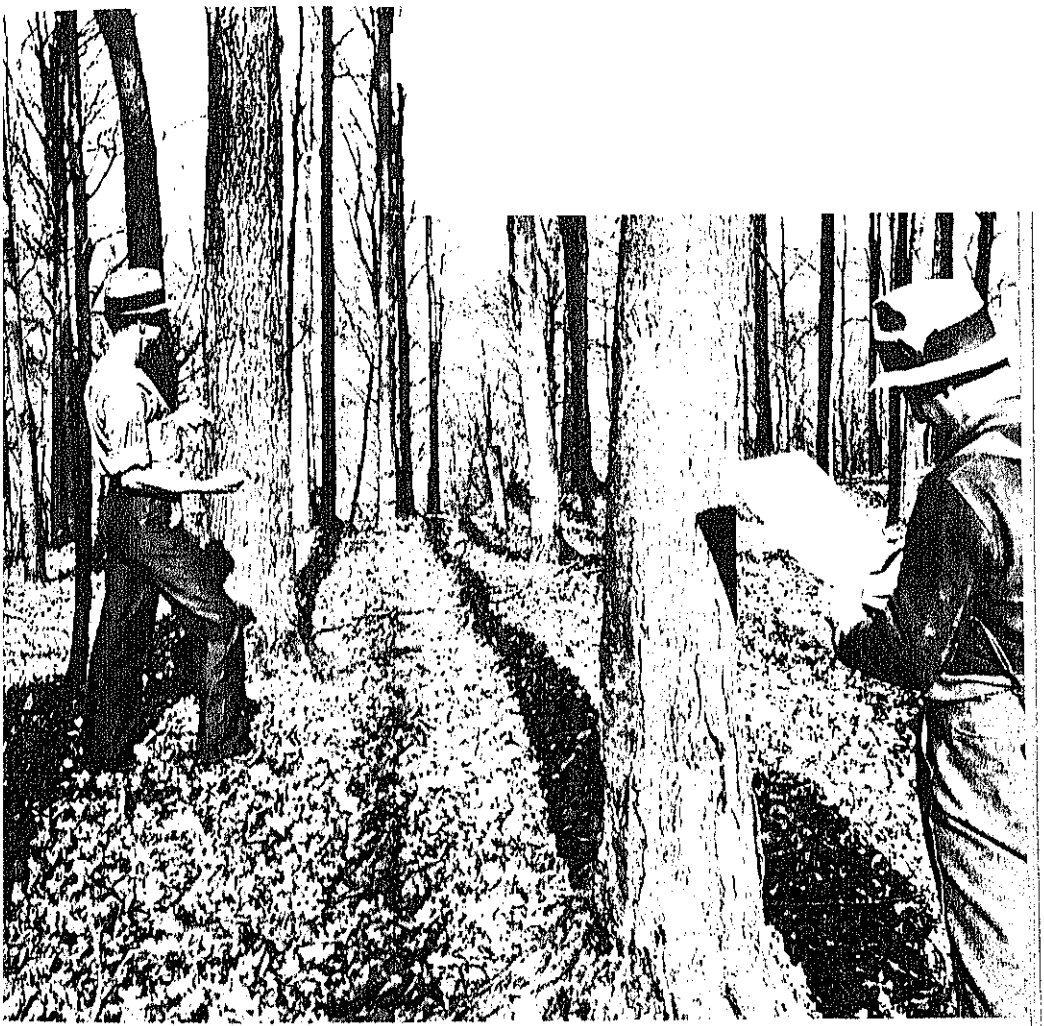
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Many Government employees work with marketing, inspecting, and examining problems relating to such commodities as cotton, cheese and

dairy products, fats, oils, fresh and canned fruits and vegetables, grains, livestock, meats, poultry and eggs, tobacco, and wool. They were appointed to such positions through examinations announced to secure eligible persons as marketing specialists, commodity specialists, tobacco inspectors, livestock inspectors, and warehouse examiners.

Salaries for these marketing and inspection positions range from $2,650 to $4,600 a year, with occasional openings at higher salaries. Education and experience requirements differ. Promotion opportunities are good.

The amount of timber to be cut on farm woodlands is determined by an inventory of growing stock taken by technical foresters of the Forest Service. *Photograph by U.*



Medical Officer

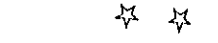
Medical officers occupy positions in the Public Health Service, Federal Security Agency; in the Food and Drug Administration, FSA; in the Children's Bureau, Department of Labor; in the Office of Indian Affairs, Department of the Interior; in The Panama Canal; in the Veterans' Administration; and in many other Federal agencies.

They are on duty in marine hospitals, where they care for members of the Merchant Marine and Coast Guard, and for civilian employees of the Government who are injured in line of duty; they are also assigned to duty in marine quarantine stations and airports, where they inspect vessels and airplanes entering the ports, harbors, and airfields of the United States, and where they examine aliens entering the United States.

Medical officers determine that medicines are labeled according to their composition and content; they conduct extensive research in maternal and child health and in services to crippled children. They serve in Indian hospitals, make calls to the homes of Indians who are ill, make field trips, and administer special health measures among the Indians. They serve as district physicians in small Government dispensaries in the Panama Canal Zone. They have the opportunity of working in teaching hospitals in the Federal service which are approved by the American Medical Association; here they may obtain a wide variety of medical experience, particularly in the field of tropical diseases.

Government medical officers are employed in the greatest numbers in the hospitals and diagnostic centers of the Veterans' Administration's Department of Medicine and Surgery, where they care for veterans who are wounded or ill.

The Department of Medicine and Surgery was established under Public Law 293, 79th Congress (approved January 3, 1946). Under the provisions of the law, all positions in the medical, dental, nursing, and auxiliary services of the Department of Medicine and Surgery were excepted from the competitive requirements of the Civil Service Act. Therefore, the Civil Service Commission does not recruit and examine applicants for medical officer, dentist, and nurse positions in that department. However, medical officer positions elsewhere in the Veterans' Administration remain in the competitive service. An example of such a position is that of rating specialist (medical) on an adjudication board of the Veterans' Administration.



An applicant for the position of medical officer must have an M. D. degree and a current license to practice medicine and surgery in a State or Territory of the United States, unless otherwise specified in the announcement of the examination.

Entrance salaries are from $4,600 to $6,400 a year. However, most appointments are made at $4,600 and $5,400 a year; for appointment at these levels, applicants must show a fully approved internship.

Graduate Nurse

Graduate nurses serve in hospitals on Indian reservations, in Alaska, and in the Panama Canal Zone. Civilian nurses are employed at times in hospitals of the Department of the Army when there are not sufficient nurses from the Army Nurse Corps to meet hospital needs. The Department of the Navy employs some civilian nurses for duty in Navy hospitals, to care for dependents of Regular Navy personnel.[1]

Some nurses on duty with the Public Health Service are in the commissioned corps. However, a number of the positions in marine hospitals, dispensaries, and treatment centers of the Service are held by civilian public-health nurses. There are nurses who serve in a consultant capacity to State health departments in connection with public-health nursing programs, and in specialized programs such as those which are carried on for the control of tuberculosis, venereal disease, and cancer; others serve in the Federal Employees Health Division of the Public Health Service, which is concerned with occupational health; and others serve in the Mental Hygiene Division.

Public-health nursing consultants are employed in the Children's Bureau, where they work with State agencies in connection with maternal and child-health programs, crippled children's programs, and programs concerned with the care of children with rheumatic heart disease.

As stated above in the discussion of medical officer positions, nurse positions in the Department of Medicine and Surgery of the Veterans' Administration have been removed from the competitive service. However, nurses employed in other medical and surgical activities of the Veterans' Administration, such as those employed in emergency and first-aid rooms, are appointed through the competitive system.

Applicants for the positions of general staff nurse and head nurse must have completed a full 3-year course in residence in an approved school of nursing, or a full 2-year course plus additional appropriate nursing experience or pertinent education. Applicants for the position of head nurse must have had, in addition, (*a*) 1 year of experience as a general staff nurse in a hospital, plus satisfactory completion of a minimum of 6 semester hours of study in professional nursing subjects, or (*b*) 2 years of appropriate nursing experience in hospital work. Applicants for both positions take a written test.

The entrance salary for a graduate nurse in the position of general staff nurse is $3,100 a year, and in the position of head nurse, $3,825 a year.

[1] A pamphlet entitled The Nurse in the Federal Civil Service is published by the U. S. Civil Service Commission.

Nurse consultant positions pay from $4,600 to $7,600 a year. The education and experience requirements vary with the grade of the position.

The pay of public-health nurse positions begins at $3,825 a year.

Student Nurse

Young men and women are given an opportunity through the Student Nurse examination to become graduate nurses. Applicants who meet the requirements for entrance to the examination, and pass a written test, are eligible to enter the School of Nursing at St. Elizabeths Hospital, a large Federal institution in Washington, D. C., for the treatment of mental disorders. The 3-year course in psychiatric nursing prepares students to become graduate professional nurses. The total cash allowance for the 3-year course is $752. Appointees also receive quarters, subsistence, laundry, and medical attention.

Dentist

Dentists are employed chiefly in hospitals on Indian reservations, in the Public Health Service, and in the Veterans' Administration. In the Veterans' Administration, they work as rating specialists (dental), assisting in adjudicating service-connected disabilities of veterans who apply for disability pension. (Dentist positions in the Department of Medicine and Surgery, Veterans' Administration, are excepted from the competitive service.)

Salaries range from $5,400 to $6,400 a year. Education and experience requirements vary with the grade of the position.

Dental Hygienist

Dental hygienists are found chiefly in hospitals under the direction of the Department of the Army and in Veterans' Administration hospitals, where they clean and polish patients' teeth, sterilize and clean instruments, and otherwise assist dental surgeons.

Salaries are $2,650 and $2,875 a year. No written test is required. Applicants must be registered as a dental or oral hygienist in a State or Territory of the United States, or in the District of Columbia, and they must show that they have successfully completed a full course of at least 12 months' duration in a recognized school of dental hygiene, or that they have had not less than 1 full year of technical experience as a dental or oral hygienist.

A tray for a patient in a Government hospital is prepared by student nurses under the direction of a dietitian. *Photograph by U. S. Civil Service Commission.*

Other Positions

Other positions in the medical and nursing field include medical technician, laboratory helper, X-ray technician, photofluorographic operator, occupational therapist, physical therapist, orthopedic technician, dental technician, and veterinarian.[2] Entrance salaries for these positions range from $2,200 to $6,400 a year.

ADMINISTRATIVE

In a Government agency, as in any other similar organization, there are men and women who are responsible for formulating the policies of the agency, planning and directing the work, and supervising its employees.

At the top are the heads (such as administrators, secretaries, commissioners, etc.), who are usually appointed by the President; their positions, therefore, are not in the competitive service (see p. 1).

Ranking below these officers are thousands of officers and employees who also have a part in administering the work of the agency. Their positions are in the competitive service. They may be classed as follows: (1) heads of divisions, sections, and other units, who have an important part in determining administrative policies and who direct a major part of the agency work; (2) "staff" officials who assist and advise these operating heads, as specialists on various administrative problems; and (3) "staff" officials or other administrative personnel who are concerned with what is often called "housekeeping" functions.

An administrative officer, as in (1) above, usually has had highly specialized training and experience in a particular field, and, therefore, he has the ability and the knowledge necessary to administer large-scale programs in that field.

Employees in (2) may begin such work directly after finishing their education, or they may be hired later on after they have had similar experience in private business or in State or local government. At the lowest levels, these jobs are filled by persons with college training in public or business administration, government, or some other appropriate field of study; or with experience in this type of work at, for example, the junior executive level in private business. Occasionally, clerical personnel in the Government who show exceptional aptitude for administrative work are selected for such positions through promotional examinations or special training programs.

Employees in (3) are often those who advanced to their administrative positions after serving as clerks or clerical supervisors.

Some of the positions in the administrative field are:

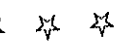
[2] A pamphlet entitled Career Opportunities for Graduate Veterinarians in the Bureau of Animal Industry is published by the Department of Agriculture.

Administrative assistant
Administrative officer
Administrative technician
Budget examiner
Budget officer
Employee relations officer
Executive assistant
Executive director
Executive officer
Labor relations officer
Organization and methods examiner
Personnel officer
Placement officer
Position classifier

Occasionally, administrative officers are recruited, examined, and appointed at the top levels, but they are more often promoted to them, except in time of Government expansion (for example, in connection with the development of new programs).

Many officials in top administrative positions began their careers in the Government in some professional or technical field, such as engineering, accounting, economics, chemistry, or medicine. They developed and demonstrated administrative ability through their work. Skill in administration combined with their professional knowledge brought about their advancement to the top.

Many of the employees who occupy staff administrative positions—group (2), above—entered the Federal service through the Junior Management Assistant examination (see p. 5). Under this plan of recruitment, an appointee who is interested in personnel work, for example, may be assigned originally to interview applicants, write up position descriptions of simple jobs, and to do other technical personnel work while he trains for promotion to a more difficult personnel assignment.



The entrance-grade salary for many of the above positions is $3,100 a year. To qualify, an applicant must pass a written examination testing his general abilities; in addition, he must have one of the following: (1) Four years of college training, with at least 24 semester hours of public administration, business administration, political science, or industrial management or industrial engineering; or (2) at least 3 years of appropriate experience; or (3) a time-equivalent combination of college training and experience.



In examinations announced for the higher-grade positions, applicants must show appropriate experience, which sometimes must be highly specialized, the amount depending upon the grade of the position to be filled. In many cases, education may be substituted for experience. For example, in the Administrative Officer examination, the following is required: Six years of extensive administrative experience which has provided a thorough knowledge of methods of supervision, administration, and management, and demonstrated ability to deal satisfactorily with individuals, groups, and the public; substitution of education in an

appropriate field successfully completed in an accredited college or university for the specified experience at the rate of 1 academic year of education for 9 months of experience is allowed.

Entrance salaries in positions above the entrance grade range from $3,825 to $10,000 a year. These salaries cover all types of administrative positions.

Many of the examinations in administrative fields are announced under a general title, such as Administrative Officer. Administrative positions in some specialized fields may be filled through this examination or through those announced under specific titles, such as Budget Examiner and Organization and Methods Examiner; Personnel Officer, Labor Relations Officer, and Employee Relations Officer, at various grades; Purchasing Officer and Property and Supply Officer; Transportation Specialist (for filling positions of traffic manager, rate auditor, rate and tariff examiner, and other positions in the field of transportation and traffic); and Administrative Analyst.

ECONOMICS AND STATISTICS

Economist

The work of Government economists affects the economic life of every person in America.

Persons interested in becoming Government economists should have a good foundation in the principles of economics and in research techniques. Eligibility in the JPA examination (see p. 5) is usually required for appointment at the $3,100 level. Applicants must have completed a full 4-year course leading to a bachelor's degree with 24 semester hours in economics and 3 semester hours in statistics, plus additional appropriate experience or education which, when combined with these courses, will total 4 years of education and experience.

For positions at the higher levels, with salaries ranging from $3,825 to $6,400 a year, research experience is required in some particular phase of economics, such as agricultural economics, commodity studies, fiscal economics, general economic and business condition studies, industry studies, studies in international economics, marketing, natural resources, or public utilities.

The amount of economic research experience required (always specified in the examination announcement) varies from 5 to 7 years, according to the grade of the position. It is possible to substitute appropriate education for some of the specified experience.

For the position of economist at salaries ranging from $7,600 to $10,000 a year, applicants must have had 3 years or more of progressively responsible professional experience of very high level in one or more of the selected branches of economics.

Statistician

Statisticians are at work in practically all Government agencies.

Salaries range from $2,200 to $10,000 a year. Vacancies are often filled at the statistical-clerk level through a civil-service examination for the position of clerk at $2,200 a year. The JPA examination (see p. 5), which sometimes includes a Statistician option, offers opportunities for appointment at an entrance salary of $3,100 a year. Applicants must qualify in a written examination in both instances.

Experience or training is not required on the part of applicants who are appointed at the clerical level in the lower grades. However, to be admitted to the JPA examination, applicants must show—

(1) That they have had a full 4-year college course, leading to a bachelor's degree, with certain courses pertinent to the duties of a statistician position, or—

(2) That they have had some of the courses required in the case of persons qualifying on the basis of a 4-year college course, plus experience (or additional education) which, when combined with these courses, gives the applicants a technical knowledge comparable with that which would have been acquired through completion of a 4-year college course.

Persons qualifying on the basis of a 4-year college course—(1), above—must have had (*a*) 20 semester hours in statistics or (*b*) 6 semester hours in statistics and 24 semester hours in any one or any combination of the following: economics, sociology, political science, social service, education, psychology, home economics, biology, public health, mathematics, engineering, and physics.

Written examinations are not required on the part of applicants for statistician positions in the higher grades—$3,825 to $10,000 a year. Progressively responsible experience is required, the length and kind depending upon the grade of the position to be filled.

PSYCHOLOGY

Research Psychologist

Research psychologists participate in the development of devices for the measurement of aptitudes, skills, knowledges, or personality characteristics of large groups of persons. They install tests to be used for the selection, promotion, training, or occupational classification of large groups of persons; correlate tests with job performance; or prepare interpretive accounts of technical research in the field of measurement devices. Other psychologists are concerned with the design of gunfire-control and missile-control instruments from the point of view of ease and efficiency of operation; others assist in the development of listening devices for under-water sound; and still others engage in studies of human

limitations, such as determining the exact degree of impairment due to fatigue or to extremes of heat and cold, and in the development of oxygen equipment and pressurized cabins for high-altitude flight.

Salaries for the position of research psychologist range from $3,100 to $10,000 a year. The largest number of appointments to vacancies in this position are made at the $5,400 and $6,400 levels. Positions at higher grades are relatively few and are usually filled by promotion of employees in the lower-grade positions. For positions paying from $3,100 to $5,400 a year, applicants must qualify in a written test. To be eligible at the higher levels, applicants must have had certain experience or training.

Clinical Psychologist

Psychologists in the clinical field are employed in large numbers in the hospitals of the Veterans' Administration. They apply psychological principles and techniques to the diagnosis and treatment of maladjusted individuals, carrying out psychotherapeutic treatment as directed by psychiatrists.

Clinical psychologists are employed at from $4,600 to $7,600 a year. Requirements include the completion of certain courses in psychology. For all grades, the applicant must have had experience in the field of clinical psychology, the amount varying with the grade of the position.

ACCOUNTING AND AUDITING

Thousands of accountants and auditors work in the Federal service. Salaries range from $2,200 to $10,000 a year.

Accounting and Auditing Clerk

To fill vacancies in the position of accounting and auditing clerk, which pay from $2,200 to $2,875 a year, qualified persons are usually secured through the Clerk examination, which consists of a written test. In some localities, however, vacancies in positions which pay from $2,200 to $2,650 a year are filled through the Clerk examination, while vacancies in positions paying from $2,875 to $3,450 a year are filled through an Accounting and Auditing Clerk examination, which is unassembled (no written test).

Another examination for positions in this group is Accounting and Auditing Assistant, which is announced for filling positions paying from $3,100 to $3,450 a year. Applicants must qualify in a written test, and they must have had from 3 to 3½ years of successful experience in accounting positions, or appropriate education.

Accountant and Auditor

For appointment to the position of accountant and auditor, which pays from $3,825 to $6,400 a year, applicants must have had from 4 to 6 years of general and special experience in the field of accounting applicable to the position to which appointment is sought. A written test is usually not required.

For appointment to higher-grade accountant and auditor positions—$7,600 to $10,000 a year—the grade of the positions for which applicants are considered to be qualified is determined by the quality of their experience. Applicants for positions at these levels must have had at least 6 years of progressively responsible accounting and auditing experience. A written test is not required.

Internal Revenue Agent

For the position of internal revenue agent, $3,100 to $5,400 a year, applicants must pass a written test, and they must have had from 2 to 6 years of progressively responsible experience in positions which require the application of, and a thorough knowledge of, commercial accounting and auditing principles and practices.

Applicants for the positions of zone deputy collector and office auditor must pass a written test, and they must have had at least 2 years of experience in positions requiring familiarity with business methods and records, and 1 year of special experience in work involving the determination, assessment, or collection of taxes.

In examinations for all three of these positions—internal revenue agent, zone deputy collector, and office auditor—appropriate education may be substituted for some of the specified experience.

SOCIAL WORK

Some of the activities in which social workers in the Federal service are engaged are: Services to children, provided by child-welfare specialists in the Children's Bureau, Social Security Administration, Federal Security Agency, who advise on practices and standards, and assist child-welfare agencies in local communities with such problems as juvenile delinquency, foster care for children, and adoption; the program of public assistance carried on by social workers in the Bureau of Public Assistance, Social Security Administration, Federal Security Agency, who advise local public-welfare agencies on the principles to be followed in determining eligibility for assistance, and the amount of assistance to be granted; medical and psychiatric social work in programs sponsored by the Veterans' Administration and by the Public Health Service, Federal Security Agency; and family welfare services provided by the Office of Indian Affairs, Department of the Interior.

The Veterans' Administration employs social workers in hospita throughout the country. Their salaries range from $3,825 to $8,800 year. Most appointments are made at $3,825 and $4,600 a year. At thes lower grades, social workers deal directly with patients, whereas, in th higher grades, there is considerable responsibility for the administratio of social-work programs. Training in an accredited school of social work plus social case work experience, is required for all positions in the Veterans' Administration.

Salaries for the position of child-welfare specialist range from $5,40 to $8,800 a year. Experience in child-welfare work is required.

Salaries for social workers in the Bureau of Public Assistance range from $4,600 to $8,800 a year. Social work experience is required.

EDUCATION AND TRAINING

The Office of Indian Affairs, Department of the Interior, maintains schools for Indians on reservations in the United States, and schools for natives in Alaska. These schools provide elementary and secondary grade courses. The requirements which applicants must meet in order to qualify for teaching in such schools are comparable with those for teaching in our public-school system.

Positions are graded at the rate of $2,650 a year for elementary teachers, and at $2,875 a year for secondary teachers. Teachers of agricultural subjects receive $3,100 a year. Superintendents and principals receive salaries ranging from $4,600 to $6,400 a year.

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Hospitals maintained by Government agencies, such as those under the jurisdiction of the Veterans' Administration, the Department of the Army, and the Department of the Navy, employ teachers to instruct convalescent patients as an aid to their recovery, and to prepare them for employment after recovery. Salaries for these positions range from $3,100 to $4,600 a year, the latter salary applying to supervisory and administrative jobs.

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The Office of Education, Federal Security Agency, employs educational specialists, most of whom receive from $6,400 to $10,000 a year. To qualify, applicants must have completed a full 4-year course in a college or university which must have included, or have been supplemented by, major study in education or in the particular field in which the duties as a specialist are to be performed. In addition, they must have had extensive and progressively responsible experience in educational adminis-

tration, supervision, or research; in development of instructional material; or in other activities in the field of education. A written examination is not required.

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Training positions exist in almost every agency in the Government. Salaries range from $3,825 to $7,600 a year. Persons who work in such positions have usually had experience in training in one or more of these fields: Personnel, educational, vocational, trades or industrial, professional or scientific, business or sales. Applicants for most positions in this field qualify on the basis of experience alone, or on the basis of a combination of experience and education.

Although in most agencies training positions exist for the purpose of training employees within the agencies, the Vocational Rehabilitation and Education Service of the Veterans' Administration employs training officers to assist former members of the armed forces in preparing for jobs. Entrance salaries for most training-officer positions in this program range from $3,825 to $5,400 a year.

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Vocational advisers are employed by the Veterans' Administration to assist veterans in selecting employment or educational objectives toward which training authorized by legislation for veterans may be directed.

Salaries range from $3,825 to $7,600 a year. Experience in counseling and in the use of occupational information is required. In the higher grades, supervisory or administrative experience is required. Applicants must also pass a written test.

HOME ECONOMICS AND DIETETICS

Home Economist

Home economists are employed in Federal agencies as clothing specialists, family economists, household equipment specialists, and nutritionists. They carry on statistical or economic studies of family economics, food consumption, or nutritional status. Others perform research on foods, clothing, and equipment—research which provides home-making education and guidance to farm families, and helps America's housewives run their homes more efficiently and economically.

Salaries range from $3,100 to $6,400 a year.

For those persons seeking a career as a home economist in the Federal service, the best means of entry is the Home Economist option of the JAA examination (see p. 5). Applicants must pass a written test. In addition, they must show (1) completion of a full 4-year course, in a

college or university of recognized standing, leading to a degree in home economics, or (2) at least 24 semester hours in home economics courses plus additional appropriate education or experience which, in combination with the home economics courses, will total 4 years of education and experience.

For positions in the higher grades, additional education and experience are required.

Dietitian

Dietitians are employed in the Veterans' Administration, the U. S. Public Health Service, the Department of the Army, the Department of the Navy, and the Office of Indian Affairs. With few exceptions, the positions are located in hospitals.

Salaries range from $3,100 to $5,400 a year.

Dietitians occupying positions in the higher grades supervise other dietitians and must have administrative ability. Certain specialized courses are required in order to qualify for these positions in the U. S. Public Health Service. A college degree is required in order to qualify for the position of dietitian in hospitals under the jurisdiction of the Veterans' Administration and the Department of the Army.

The Veterans' Administration, the United States Public Health Service, and the Department of the Army provide hospital dietitian training courses. These courses, usually 1 year in length, include classroom instruction and on-the-job instruction. Persons who qualify for this training receive a small yearly salary (usually $1,470 a year), plus subsistence, quarters, and overtime. Upon successful completion of the course, the trainees are promoted to the position of staff dietitian at $3,100 a year.

Persons who qualify in the training course provided by the Department of the Army are commissioned as second lieutenant in the Women's Medical Specialist Corps of the Army.

INVESTIGATIVE, LEGAL, AND LAW ENFORCEMENT

Investigator

Most agencies employ investigators to conduct investigations of a civil, criminal or quasi-criminal character. Employees engaged in such work earn from $3,100 to $8,800 a year. The jobs require appropriate investigative experience. Bar membership or legal education may ordinarily be substituted for a part, or (in the lowest grades) all, of the experience.

Investigator positions ("special agents") in the Federal Bureau of Investigation are not subject to the competitive requirements of the Civil Service Act. The Bureau, not the Civil Service Commission, performs the recruiting necessary to fill these positions.

Field Examiner

Field examiners investigate and adjust cases arising under the National Labor Relations Act. They are assisted by employees in the position of examiner trainee. Salaries of these positions range from $3,100 to $6,400 a year.

Applicants must qualify in a written test and must show progressively responsible and successful experience in the field of labor relations, the amount and quality depending upon the grade of the position to be filled.

Treasury Enforcement Agent

These agents are employed by the Treasury Department at $3,825 and $4,600 a year. Applicants must meet certain experience requirements and pass a written test. Education may be substituted for some of the required experience.

Patrol Inspector, Trainee

The entrance salary of this position, which is in the Immigration and Naturalization Service of the Department of Justice, is $3,450 a year. After 1 year of satisfactory service, trainees may become patrol inspectors at $3,825 a year. Patrol inspectors are responsible for detecting and preventing the illegal entry of aliens into the United States.

Customs Inspector

Employees in this position serve in the field service of the Bureau of Customs, Treasury Department. The entrance salary is $3,450 a year.

Attorney

The Civil Service Commission does not recruit, or pass on the qualifications of, persons to be appointed to strictly attorney positions—that is, positions which require admission to the bar. Recruiting for such positions is done by the employing agencies.

Legal Assistant

Persons qualified for this position, which pays $3,100 a year, are recruited through an option of the JPA examination (see p. 5). The specific positions to which they are assigned include claims examiner, docket clerk, legal examiner, insurance examiner, estate tax examiner, legal assistant, and adjudicator. Applicants must qualify in a written test, and they must meet certain educational requirements.

Adjudicator

Adjudicators are employed in the greatest numbers in the Veterans' Administration. They adjudicate claims and authorize payment of benefits to veterans and their beneficiaries. Salaries range from $3,825 to $7,600 a year.

Contact Representative

Competition for this position is restricted to persons entitled to veteran preference. Contact representatives are employed by the Veterans' Administration in its field offices, and they receive from $3,825 to $6,400 a year.

Applicants for the $3,825 position must have had responsible contact experience with members of the armed forces or with the public. A written test is required.

Most of the positions above the lowest grade are filled by promotion.

Hearing Examiner

Federal hearing examiners preside at formal hearings required by statute. Salaries range from $5,400 to $10,000 a year. Applicants must have had progressively responsible experience which demonstrates conclusively their ability to conduct hearings in a dignified, orderly, and impartial manner; determine credibility of witnesses; sift and analyze evidence; apply agency and court decisions; prepare clear and concise statements of fact, law, and order; and exercise sound judgment. They must show that they are persons of judicial temperament and poise.

Correctional Officer

Correctional officers are employed by the Bureau of Prisons, Department of Justice, at $3,125 a year. They supervise, safeguard, and train inmates of Federal penitentiaries, reformatories, and camps.

The examination for this position consists of a written test. Competition is restricted to persons entitled to veteran preference.

Guard

Guards patrol Government buildings and grounds to prevent trespassing, fire, theft, and damage to buildings and contents. Salaries are $2,450 and $2,674 a year.

Applicants must qualify in a written test or must meet certain experience requirements. Competition is restricted to persons entitled to veteran preference.

Other Positions

Other positions in this general field include: Secret Service agent; investigator, Alcohol Tax Unit, Bureau of Internal Revenue; port patrol officer; immigrant inspector; mediator, National Mediation Board; security inspector, Atomic Energy Commission; trade-mark examiner; policeman, Metropolitan Police Department, Washington, D. C.; and fireman, Fire Department, Washington, D. C.

LIBRARY, ARCHIVES, AND EXHIBITS

Practically all Federal agencies have libraries and employ librarians. Salaries for librarians in professional positions range from $3,100 to $10,000 a year.

At the $3,100 level, applicants must have had 4 years of progressive library experience, or have secured a degree in library science. They must also pass a written test.

Librarians with salaries from $3,825 to $6,400 a year select, classify, and catalog books; provide bibliographical and readers' advisory services; do administrative work; and in other ways perform professional library duties.

Positions paying $5,400 or $6,400 a year require librarians who have directed the work of professional library employees, or who have performed library work of a highly specialized nature. To qualify for these positions, applicants must have the basic qualification of 4 years of experience or a degree in library science. In addition, they must have had from 1 to 5 years of progressive professional library experience, the exact amount and kind depending on the grade of the position.

Administrative library positions in the top grades are not numerous. They call for persons capable of assuming complete charge of large libraries or divisions of such libraries containing general collections and research collections in specialized fields. They must have a broad knowledge of the principles, methods, and practices of library science; they must be able to plan, organize, and direct the work of large numbers of professional assistants; and they must be recognized leaders in the library field.

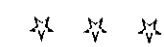
The position of library assistant (not a professional position) pays from $2,450 to $3,100 a year. To be eligible for appointment, applicants must qualify in a written examination. This is the only requirement for the $2,450 grade. For appointment to higher-grade positions, applicants must have had from 1 to 3 years of library experience or training in library science.

For more detailed information, see the Commission's Pamphlet 37, The Librarian in the Federal Civil Service.

The Smithsonian Institution, Washington, D. C., employs persons with special training for work in collecting, classifying, and preserving anthropological and archeological materials and exhibits. In the lower-grade positions—$2,450 to $3,100 a year—museum aids perform preliminary work in the collection, preparation, care, preservation, recording, mounting, and cataloging of museum material.

In the higher-grade positions—$3,100 to $7,600 a year—the duties become highly technical and may require administrative ability as well.

Appropriate education or experience is required for all these positions.



Government documents, films, pictures, and records are constantly accumulating in the National Archives and in the records sections of other agencies. The initial work of identifying, classifying, and indexing this material is done by archives assistants at salaries of $2,450 to $2,875 a year.

Professional archivists analyze and evaluate records and determine their historical value. Salaries range from $3,100 to $7,600 a year. Opportunities are not numerous in the higher grades; agencies often choose to fill vacancies by promoting employees in the lower grades.



Museum art specialists (including museum assistants, research assistants, docents, and curators) perform or direct professional museum work relating to art collections of the Government, including painting, sculpture, and the graphic and decorative arts.

These positions exist in the National Gallery of Art, Washington, D. C., in the National Collection of Fine Arts, Smithsonian Institution, Washington, D. C., and in other galleries and museums.

Salaries range from $3,100 to $8,800 a year. Education and experience requirements vary with the grade of the position.

WRITING AND EDITING

Positions in the field of writing and editing are filled from registers of eligibles set up as a result of examinations announced under such titles as Information Specialist and Information Director.

The following are among the optional subjects of these examinations: Articles and speeches, campaigns, motion pictures, opinion analyst, press, publications, public relations, radio, technical editor and writer, and visual.

Salaries range from $3,825 to $10,000 a year. A written test is not required for appointment to positions in the higher grades. Applicants must have had specialized training or experience in all cases.

The JPA examination (see p. 5) sometimes includes an Information Assistant option. Applicants must have had at least 3 years of experience in newspaper, periodical, radio, or motion-picture script writing or editing; or they must have successfully completed a full 4-year course leading to a bachelor's degree with a major in journalism; or they may qualify by having had at least 12 semester hours in writing or composition and 9 semester hours in one or more of the following subjects: History, political science, sociology, economics, and public administration. Education and experience may be combined to meet the requirements.

Historians in the Government receive entrance salaries ranging from $3,825 to $10,000 a year.

Applicants for the position of historian in the lower grades may qualify on the basis of either (*a*) education in the social sciences or (*b*) experience in the analysis of historical records, or in writing reports based on such records.

The few persons appointed to the higher-grade positions must have had experience of high quality in historical research and historical writing.

POSTAL SERVICE

Most positions in the Postal Service are filled through the competitive civil-service system. The Civil Service Commission's central office and 14 regional offices announce open competitive examinations for these positions:

Postmaster
Substitute postal transportation clerk
Substitute clerk
Substitute clerk-carrier
Substitute clerk-village carrier
Substitute mail handler
Rural carrier
Garageman-driver, and other positions in the Motor Vehicle Service
Charman, charwoman, fireman, engineman, and other positions in the Custodial Service

Other positions, such as assistant postmaster, superintendent of mails, superintendent of carriers, superintendent of registry, station examiner, auditor, superintendent of money orders, superintendent of finance, foreman, and post-office inspector (chosen from within the Postal Service on a State-quota basis), are filled through promotion of employees who entered the Postal Service through competitive examinations. Practically all these positions are in first-class offices.

Certain positions, such as clerk, carrier, and postal transportation clerk, are subject to a "quota law" which permits the employment of 1 substi-

tute employee (for intermittent and part-time duty) for every 6 regular, full-time employees, or for any fraction thereof. (Thus, if there are 6 regular clerks, or fewer, in a post office, 1 substitute can be employed; if there are 7 or more regular employees, but not more than 12, two substitutes can be employed.)

For these positions, appointment is usually made to the job of substitute. Substitutes advance to regular, full-time positions in the order of their seniority as vacancies occur. (Their seniority is based upon the order in which they were appointed as substitutes.) Substitutes are paid on an hourly basis; regular employees are paid on an annual basis.

Employees in the Postal Service are entitled to 15 days of annual leave and 10 days of sick leave, with pay, each year. No limit is set on the number of days' leave which may be accumulated. Unused sick or annual leave on hand at the end of each year is carried forward into the succeeding year and is available for future use.

Postmaster

Postmasters are divided into four groups, according to the classification of the post office in which employed:

(1) Those in first-class offices; their annual salaries are $4,570 or more.

(2) Those in second-class offices; their annual salaries are from $3,970 to $4,370, inclusive.

(3) Those in third-class offices; their annual salaries are from $2,370 to $3,570, inclusive.

(4) Those in fourth-class offices; their annual compensation amounts to $2,390 or less.

Examinations for filling postmaster positions in first-, second-, and third-class post offices are announced by the central office of the Civil Service Commission in Washington, D. C., at the request of the Post Office Department. They are restricted to local residents. Applicants must have lived for at least 1 year within the delivery of the office in which the vacancy exists.

Under the terms of an act of Congress effective June 25, 1938, the approximately 21,000 postmaster positions of the first, second, and third classes were brought within the competitive service. As vacancies occur, permanent appointments to these positions are made by the President, by and with the advice and consent of the Senate. Postmasters in first-, second-, and third-class offices are commonly referred to as "Presidential" postmasters.

The law provides that Presidential postmaster appointments may be made in whichever of the following ways the Post Office Department chooses:

(1) By reappointment of the incumbent postmaster after he has taken a noncompetitive examination proving his fitness for the position.

(2) By promotion of a postal employee under the same conditions.

(3) By an open competitive examination for which the public (including the incumbent acting postmaster and postal employees) may apply.

Applicants for the position of postmaster in a first-class post office which is to be filled by an open competitive examination are not required to take a written test. Ratings are based on the applicants' education, business or professional experience, qualifications, and suitability.

Applicants for the position of postmaster in second- and third-class post offices, however, are required to take a written test; ratings are based on the written-test score and on the applicants' education, business or professional experience, qualifications, and suitability.

Civil-service examinations are also announced by the central office of the Commission for filling vacancies in fourth-class postmaster positions for which the annual salary is $1,300 or more. Appointments are not made by the President. The Post Office Department makes its selections from certificates submitted by the Civil Service Commission following the rating of the examinations. Where the compensation is less than $1,300, appointments are made on the recommendation of post-office inspectors after personal investigation. Although applicants for fourth-class postmaster positions must actually reside within the delivery of the post office in which the vacancy exists, there is no specific length-of-residence requirement. For positions with a salary of $1,300 a year or more, a written test is required.

For detailed information regarding appointment to the position of postmaster in first-, second-, and third-class post offices, see the Commission's Form AN 2223. For similar information regarding appointment to the position of postmaster in fourth-class post offices, see the Commission's Form AN 1759.

Postal Transportation Clerk

Examinations for the position of substitute postal transportation clerk are announced by the central office of the Civil Service Commission. Competition in these examinations is restricted to persons entitled to veteran preference.

The written test consists of a mail test (including routing, following instructions, and sorting), and a general test.

The initial basic salary is $1.41½ an hour.

Persons who attain eligibility in a Substitute Postal Transportation Clerk examination are entered on registers by State (except that separate registers are maintained for the northern peninsula and the southern peninsula of Michigan), according to the residence of each eligible. When a vacancy occurs, names are certified from the register for the State in which the vacancy exists. For sample questions, see the Commission's Form AN 3530.



The duties and pay of positions in the Highway Post Office Service are similar to those of positions in the Postal Transportation Service. Vacancies are usually filled through the transfer of available qualified persons from the Postal Transportation Service.

Rural Carrier

Examinations for the position of rural carrier are announced by the central office of the Commission as the needs of the service require. The written test consists of general questions and questions on computation of postal charges.

Examinations are held for each post office as eligibles are needed. An applicant may be examined only for the post office that serves the territory in which his home is located; he will not be admitted to an examination announced for any other office. He must have resided there for at least 1 year next preceding the closing date for receipt of applications.

Carriers in the rural delivery service are divided into 11 grades. Their salaries are based in part on a specific rate per mile per year, and in part on a fixed compensation. The entrance salary of a rural carrier on a standard 30-mile route, 6 trips a week, is $2,766 a year. An additional $20 a mile a year is paid for each mile or major fraction thereof in excess of 30 miles. The salary increases from year to year.

Carriers who perform faithful and meritorious service are promoted to grade 12 after 3 years of service in grade 11; they are promoted to grade 13 after 5 years of service in grade 12; and they are promoted to grade 14 after 7 years of service in grade 13.

Rural carriers must furnish and maintain at their own expense all vehicle equipment necessary for the prompt handling of the mails, but they are allowed 8 cents a mile for equipment maintenance.

For more detailed information regarding the Rural Carrier examination, see the Commission's Form AN 1977.

Clerk, Clerk-Carrier, Village Carrier

Examinations for substitute clerk, substitute clerk-carrier, and village carrier positions are announced by the Commission's regional offices, as the needs of individual post offices require. Applicants must actually reside within the delivery of the post office for which the examination is being held, or be bona fide patrons of such office.

The written test consists of general questions, questions on sorting and routing, and questions designed to measure the applicant's ability to follow instructions.

As the train speeds between cities, postal transportation clerks are busy sorting the mail. ***Photograph by U. S. Civil Service Commission.***

Almost invariably, appointments are made to *substitute* clerk and *substitute* carrier positions. Occasionally, however, appointments are made to *regular* positions. Substitutes are promoted to *regular* positions according to seniority of appointment as substitutes. Substitutes are required to be available for duty on short notice. Generally, some service is required of them every day.

The basic rate of pay for *substitutes* in first- and second-class post offices is $1.31½ an hour; in third-class post offices, $1.06½ an hour. After the performance of 1 year of satisfactory substitute service, the basic rate of pay in the case of substitutes in first- and second-class post offices is increased 10 cents an hour, and after each additional year of satisfactory service it is increased 5 cents an hour, until a maximum pay of $1.81½ an hour is reached. (For substitutes in third-class post offices, the basic rate of pay is increased, after 1 year of satisfactory service, at the rate of 10 cents an hour, and after each additional year of satisfactory service it is increased 5 cents an hour, until the maximum pay of $1.31½ an hour is reached.)

Basic rates of pay for *regular* clerks and carriers are based on a 40-hour week. Overtime is paid for service of more than 8 hours a day. For regular employment, the initial basic salary of clerks in offices of the first and second classes and of carriers in the city delivery service is grade 3, $2,870 a year. These employees are divided into 11 grades, the basic salaries of which range from $2,670 to $3,670 a year, each successive grade carrying a salary $100 greater than the next lower grade. Employees are promoted successively, after 1 year's satisfactory service in each grade, to the next higher grade until grade 11 is reached. There are three additional grades; promotion to these is on the basis of faithful and meritorious service.

Employees in grade 9 and above are eligible for promotion to other positions in their respective offices. If clerks and carriers in grade 9 and above are not available, then those in the lower grades are considered.

For regular clerks in offices of the third class, the initial basic salary is grade 3, $2,370 a year. These employees are divided into 6 grades, the basic salaries of which range from $2,170 to $2,670 a year, each successive grade carrying a salary $100 greater than the next lower grade. Employees are promoted successively, after 1 year's satisfactory service in each grade, to the next higher grade until grade 6 is reached.

The basic rate of pay for substitute village carriers at third-class post offices is $1.06½ an hour. After 1 year of satisfactory service, the basic rate of pay is increased 10 cents an hour and after each additional year of satisfactory service it is incerased 5 cents an hour until the maximum pay of $1.31½ an hour is reached.

Regular village carriers at third-class post offices are divided into 6 grades, the basic salaries of which range from $2,170 to $2,670 a year. The initial basic salary assignment is made at grade 3, $2,370. Promotion is made to the next higher grade after each year of satisfactory service. Clerks and village carriers of the highest grades are eligible for promo-

tion to other positions in their respective offices. Clerks in the lower grades are eligible for these promotions if persons in the higher grades are not available.

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Where special-delivery messengers are employed on a full-time basis in first-class post offices, they are divided into nine grades, with basic salaries ranging from $2,170 to $2,970. The initial basic salary assignment is made at grade 3, $2,370. After 1 year of satisfactory service in each grade, employees are promoted to the next higher grade until they reach the ninth grade.

Substitute, temporary, or auxiliary special-delivery messengers in first-class post offices are paid on an hourly basis. The basic hourly rate of $1.06½ is increased 10 cents an hour upon the completion of 1 year of satisfactory service and, after each additional year of satisfactory service, it is increased 5 cents an hour until the maximum of $1.46½ an hour is reached.

Mail Handler

Examinations for the position of substitute mail handler are announced by the Commission's regional offices.

Applicants must reside within the delivery of the post office for which the examination is announced, or be patrons of the office. They must pass a written test designed to determine ability to read and write and to perform simple tasks. In addition, they must pass a strength test.

Substitute mail handlers are paid at the rate of $1.26½ an hour. After 1 year of satisfactory service, the rate of pay is increased 10 cents an hour and, after each additional year of satisfactory service, it is increased 5 cents an hour until a maximum pay of $1.51½ an hour is reached.

The basic rate of pay of *regular* mail handlers is based on a 40-hour week. The initial salary assignment is made at grade 3, $2,770 a year. These employees are divided into 6 grades, the basic salaries of which range from $2,450 to $2,950 a year, each successive grade carrying a salary $100 greater than the next lower grade. Employees are promoted successively, after 1 year's satisfactory service in each grade, to the next higher grade until grade 6 is reached.

Garageman-Driver

Positions in the Motor Vehicle Service relate to the care and operation of motor vehicles used in the Postal Service.

The entrance salary of persons appointed to regular garageman-driver positions is $2,770 a year. Substitute garageman-drivers receive $1.26½ an hour.



The typist is the indispensable girl in every Government office. *Photograph by U. S. Civil Service Commission.*

Applicants are not required to take a written test. They must have had at least 1 year of experience in the operation of motor trucks, including the making of minor repairs and adjustments.

It is the policy of the Post Office Department to fill other positions in the Motor Vehicle Service by promoting persons in the position of garageman-driver who have demonstrated their ability to perform the duties of higher-paid positions. Other positions include automobile mechanic, automobile mechanic's helper, and driver-mechanic.

CLERICAL

Among the Government's clerical employees are stenographers, typists, clerks (correspondence, accounting, appointing, pay-roll, filing, statistical, etc.), messengers, office-machine operators (mimeograph, addressing, tabulating, graphotype, multigraph, bookkeeping, calculating, card-punch, etc.), telephone operators, and storekeepers.

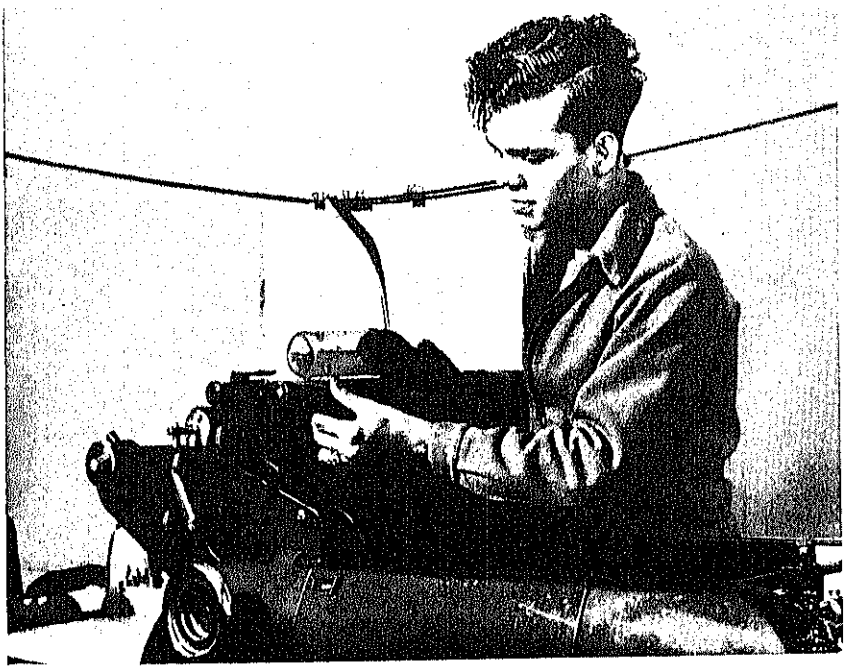
These workers earn yearly salaries ranging from $2,200 (the entrance salary for messengers) to $3,825 (the salary for some secretarial and higher-grade clerk positions).

The best employment opportunities in the clerical field are in stenographer, typist, and clerk positions. Even for persons with a college or university education, stenography and typing skill often provides the best means of entering the Federal service. Later, these persons may find, in their own or in other agencies, opportunities to work in their specialized fields.

Salaries for stenographers begin at $2,450. Where stenographic duties are combined with secretarial duties, salaries may go as high as $3,825. Stenographers at the lower salaries take and transcribe dictation, maintain filing systems, and receive telephone calls. As the duties become more varied and require more initiative and independent judgment, the salaries increase.

Experience is not required in order to qualify in examinations for many beginning jobs in the clerical field, including stenographer, typist, clerk, and messenger. Applicants for such jobs are rated on the basis of a written examination. For other jobs, such as bookkeeping-machine operator, telephone operator, etc., applicants must, in addition to taking a written test, show that they have had qualifying experience.

Operators of many kinds of office machines are employed throughout the Federal service. ***Photograph by U. S. Civil Service Commission.***

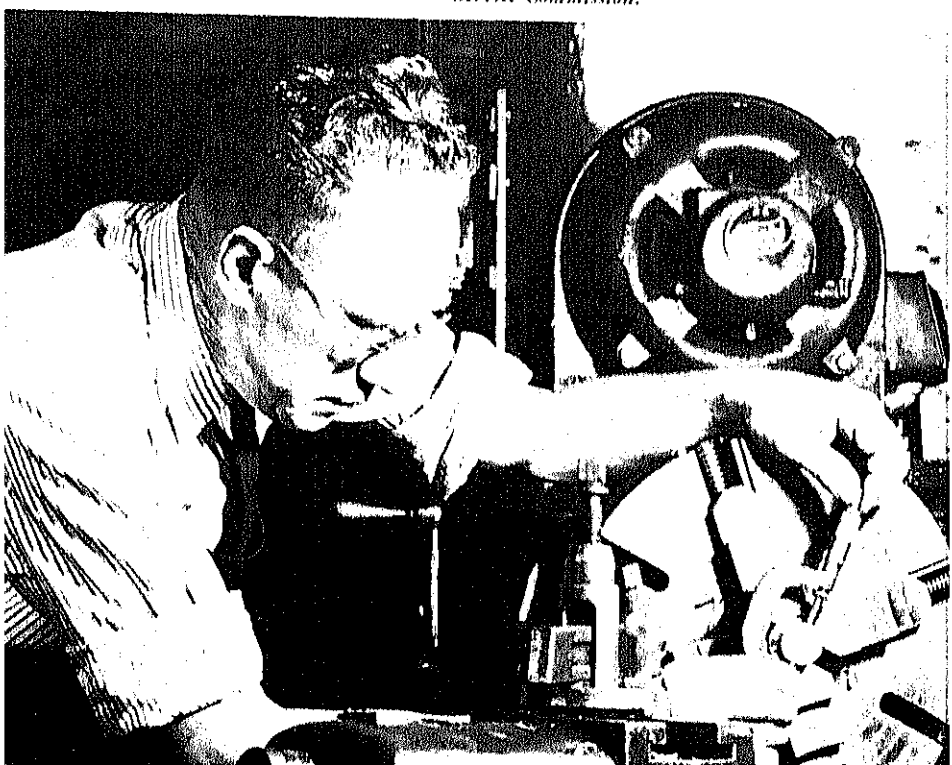


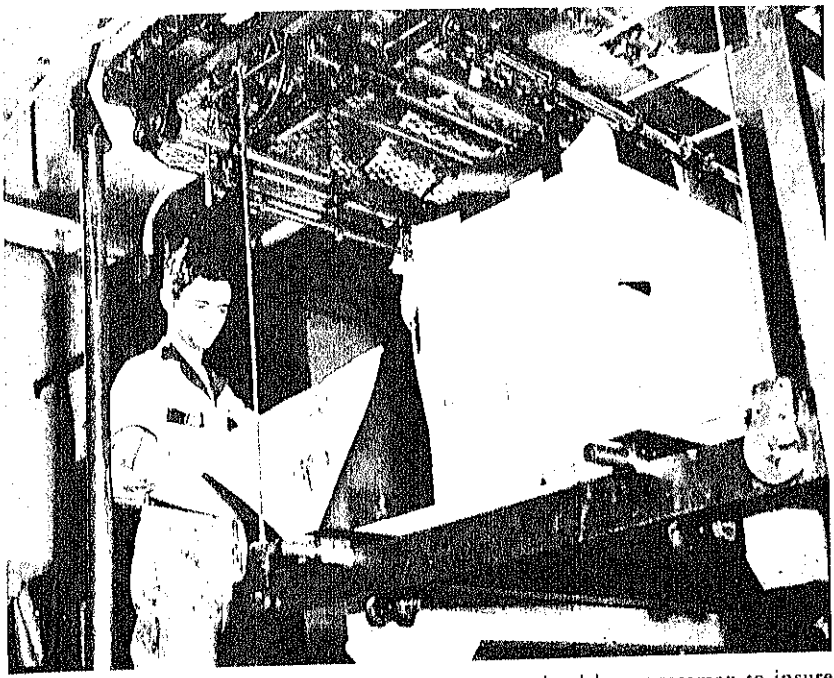
PHOTOGRAPHY AND GRAPHIC ARTS

Photographers are employed in various branches of the Departmen of the Army, including the Signal Corps and the Army Map Service; i the Department of the Navy; in the Coast and Geodetic Survey of th Department of Commerce; in the Department of Agriculture's Fores Service; and in the Department of the Interior's Geological Survey Most of them are engaged in darkroom work. Salaries range from $2,45 to $4,600; entrance salaries are seldom above $3,100. Several agencie employ trainees, with no previous photographic experience, at $2,450 Experience is required in order to qualify for the higher-grade positions

Commercial artist-designers are employed in many Government agen cies to illustrate technical, statistical, and educational material. Position are in such branches of art as airbrush illustration and design, book an magazine illustration, graphic design, and visual-aid designing. Man of the jobs are in Washington, D. C. Salaries range from $2,450 to $4,60 a year. Experience or education in one of the fields of commercial art i required, and samples of work are often required for evaluation.

A machinist in the Public Buildings Administration takes measurements with micrometer for use in manufacturing replacement parts. *Photograph by U. S. Civ Service Commission.*





Maps produced by the Army Map Service are examined by a pressman to insure accuracy of color reproduction. *Photograph by U. S. Army Signal Corps.*

In Washington, D. C., the Department of the Navy, the Department of Commerce, and the Department of the Interior employ lithographers to work on maps, charts, diagrams, and illustrations. Negative engravers, platemakers, transferrers, and pressmen are employed for the work. Salaries start at 92 cents an hour (for helpers) and go up to $1.77 an hour (for journeymen).

TRADES AND MANUAL OCCUPATIONS

Hundreds of kinds of trades and manual occupations are represented in the Government service.

The great majority of the positions in this group are in field establishments, such as shipyards, arsenals, air bases, or stations, quartermaster depots, and places where construction, river, harbor, and flood-control work and irrigation or reclamation projects are under way.

Most of the examinations are announced and conducted by the Commission's regional offices, or by boards of U. S. civil-service examiners under supervision of the regional offices.

Applicants are rated on their training and on the quality and quantity of their experience.

For most positions of journeyman grade in the recognized trades or crafts, applicants are required to have completed a 4-year period of trade apprenticeship training, or an equivalent period of practical experience.

The requirements for other positions vary from 6 months for trade helpers to as much as 3 years for skilled manual-worker positions not in the apprenticeable class.

Following are some of the skilled-trade and related positions which exist in the Government service:

In construction and maintenance activities: Electrician, bricklayer, plasterer, painter, plumber, steamfitter, stonemason, structural iron worker, carpenter, cabinetmaker, and sheet-metal worker.

In connection with scientific, professional, and research work: Instrument maker, laboratory mechanic, glassblower, and model maker.

In production shops, such as those in naval shipyards, or manufacturing arsenals of the Department of the Army: Blacksmith, boilermaker, metalsmith, molder, machinist, toolmaker, patternmaker, and welder.

In graphic-arts work carried on by numerous Government agencies: Compositor, typesetter, lithographer, lithographic transferrer, photo-engraver, cylinder pressman, lithographic (offset) pressman, bookbinder, electrotyper, stereotyper, copperplate map engraver, steel plate engraver, electrolytic platemaker, and plate printer.

The Government Printing Office is the largest employer of labor in printing and binding positions. The Bureau of Engraving and Printing employs engravers, electrolytic platemakers, and plate printers in the production of currency, Federal securities, and postage and revenue stamps.

Rates of pay for employees in trades and laborer positions in the Federal service are generally fixed in accordance with prevailing rates paid for similar work by private employers in the locality where the work is performed. The pay is fixed and adjusted from time to time by the employing agencies.

Skilled workers in many occupations are employed in U. S. naval shipyards. *Above:* Molders pouring molten metal to make castings. *Below:* Boatbuilders at work in a boatbuilding shop. *Photographs by U. S. Civil Service Commission.*

U. S. GOVERNMENT PRINTING OFFICE: 1950 O-F—859477

Getting Additional Information

Information about Federal civil-service examinations can be obtained from the United States Civil Service Commission, Washington 25, D. C.; from any of the following regional offices of the Commission; and at first- and second-class post offices.

CIVIL SERVICE REGIONAL OFFICES

FIRST REGION.—Post Office and Courthouse Building, Boston 9, Mass.: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

SECOND REGION.—Federal Building, Christopher Street, New York 14, N. Y.: New York and New Jersey.

THIRD REGION.—Customhouse, Second and Chestnut Streets, Philadelphia 6, Pa.: Pennsylvania and Delaware.

FOURTH REGION.—Temporary "R" Building, Fourth Street and Jefferson Drive, S. W., Washington 25, D. C.: Maryland, Virginia, West Virginia, North Carolina, and the District of Columbia.

FIFTH REGION.—New Post Office Building, Atlanta 3, Ga.: South Carolina, Georgia, Alabama, Florida, Tennessee, Puerto Rico, and the Virgin Islands.

SIXTH REGION.—Post Office and Courthouse Building, Cincinnati 2, Ohio: Ohio, Indiana, and Kentucky.

SEVENTH REGION.—New Post Office Building, Chicago 7, Ill.: Wisconsin, Michigan, and Illinois.

EIGHTH REGION.—Post Office and Customhouse Building, St. Paul 1, Minn.: Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

NINTH REGION.—New Federal Building, St. Louis 1, Mo.: Kansas, Missouri, Oklahoma, and Arkansas.

TENTH REGION.—Federal Office Building, 610 South Street, New Orleans 12, La.: Mississippi, Louisiana, and Board of United States Civil Service Examiners, Balboa Heights, C. Z.

ELEVENTH REGION.—302 Federal Office Building, First Avenue and Madison Street, Seattle 4, Wash.: Montana, Oregon, Idaho, Washington, and Territory of Alaska.

TWELFTH REGION.—129 Appraisers Building, 630 Sansome Street, San Francisco 11, Calif.: California, Nevada, Arizona, and Territory of Hawaii.

THIRTEENTH REGION.—New Customhouse Building, Denver 2, Colo.: Colorado, New Mexico, Utah, and Wyoming.

FOURTEENTH REGION.—210 South Harwood Street, Dallas 1, Tex.: Texas.

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington 25, D. C. - Price 25 cents